



# Jackson Hole Fire/EMS Operations Manual

Developed by: Rob Dearing  
Rob Dearing, Captain

Approved by: Willy Watsabaugh  
Willy Watsabaugh, Chief

Title: Apparatus/Vehicle Collision Reporting  
Division: 7  
Article: 2  
Revised: 4/5/2011  
Pages: 4

## PURPOSE -

This procedure is to provide a standard system for reporting ALL Jackson Hole Fire/EMS apparatus/vehicle collisions. This procedure is intended to include any type of accident on Jackson Hole Fire/EMS facilities, public and private property and Privately Owned Vehicle (POV) response.

## SECTION I – Privately Owned Vehicle (POV) Response

1. Members of Jackson Hole Fire/EMS are covered under Workers' Safety & Compensation and Local Government Liability Pool when responding to and from their stations when they have been paged. \*Please be advised that any damage to a member's POV is not covered under any governmental insurance.
2. ALL driving laws MUST be obeyed.
3. POV's with Fire/EMS plates MUST drive in a safe and courteous manner at all times. Jackson Hole Fire/EMS cannot afford bad publicity due to aggressive drivers with "Fire/EMS" plates.

## SECTION II - "In House" - Accidents that happen at our facilities are included in this section.

1. If Medical Assistance is needed, contact Jackson Sheriff Office Dispatch immediately.
2. Contact the Station Captain or Duty Officer.
3. Fill out the Accident/Incident Report form found on the Medic's or BC's laptop, or the JH Fire/EMS website and turn it into the Chief.
4. Each crew member involved or who witnessed the event, must independently fill out a Jackson Hole Fire/EMS Accident/Incident Report and turn it into the Chief.
5. Fill out a Workers' Safety & Compensation Report form, if needed, and return it to the Office Manager.

## **SECTION III – AWAY FROM FIRE/EMS FACILITIES**

1. After taking appropriate medical and scene safety actions, and notifying dispatch, all vehicle accidents involving Jackson Hole Fire/EMS vehicles/apparatus must be reported to the Duty Officer immediately. The report is to include:
  - A. Unit Number or POV.
  - B. Location of the accident/wreck.
  - C. If additional medical assistance is needed.
  - D. If units are needed to cover the incident.
  - E. Whether the vehicle/apparatus is drivable.
  - F. Estimate of the extent and nature of vehicle damage or injuries.

## **SECTION IV – DUTY OFFICER'S RESPONSIBILITIES**

1. Duty Officer is immediately responsible to:
  - A. Dispatch the appropriate Officer, if not able to respond.
  - B. Initiate appropriate medical assistance, if needed.
  - C. Dispatch jurisdictionally responsible Law Enforcement Agency.
  - D. Provide for scene safety and safety of all Responders.
  - E. Ensure that all Jackson Hole Fire/EMS members involved in the accident are transported to the nearest hospital and a medical evaluation is completed by a Physician.
  - F. It will be the determination of Law Enforcement and/or Incident Commander and/or the Duty Officer's if the evaluation shall include testing for drugs and/or alcohol. This "legal blood draw" must be administered and documented by law enforcement and should happen at the hospital.
  - G. Notify Fire Chief.
  - H. Jackson Hole Fire/EMS members must not be permitted to talk to anyone about the accident except to Law Enforcement and/or Jackson Hole Fire/EMS officials.
  - I. Do not move vehicle/apparatus unless creating a traffic hazard or as directed by Law Enforcement.
  - J. Obtain contact information from other involved parties, if applicable.
  - K. Obtain witness' contact information, if applicable.

- L. Jackson Hole Fire/EMS members involved should be isolated from the general public, the other parties involved in the accident and the news media.
- M. Collect copies of all paperwork from Law Enforcement, Fire/EMS crew members and witnesses and return it to the Chief.
- N. Ensure to get photographs of the accident/wreck.

## **SECTION V – RESPONSIBILITIES AFTER THE INCIDENT**

1. Each member involved or witnesses must independently fill out a Jackson Hole Fire/EMS Accident/Incident Report and return it to the Chief.
2. Each member involved in the accident must fill out a Workers' Safety & Compensation Report form, if needed, and return it to the Office Manager.
3. Chief shall notify County and Town Officials and Attorney, if appropriate.
4. Chief shall start fact finding review process.

## **SECTION VI – RESPONSIBILITIES FOR AFTER ACTION REVIEW**

1. Host an AAR, for members involved.
2. Seek all necessary physical and mental help for involved members.
3. Provide a written report including Law Enforcement documentation and involved members reports
4. Publish and distribute a lessons learned report to Jackson Hole Fire/EMS, and mutual aid partners (with due regard to HIPPA).

# JACKSON HOLE FIRE/EMS

## ACCIDENT / INCIDENT REPORT

Report Date: \_\_\_\_\_ Time: \_\_\_\_\_  Incident  Accident

Location: \_\_\_\_\_

Apparatus Involved:  MS Unit #: \_\_\_\_\_  Fire Unit #: \_\_\_\_\_  Other: \_\_\_\_\_

Personnel Involved: Senior Officer: \_\_\_\_\_ Crew: \_\_\_\_\_

Crew: \_\_\_\_\_ Other: \_\_\_\_\_

### INCIDENT OCCURRED/DISCOVERED

Responding to  On-Scene  Returning From  Shift Inspection

Other (Describe): \_\_\_\_\_

### CONDITIONS CONTRIBUTING TO THE INCIDENT

Describe: \_\_\_\_\_

Description of the incident: \_\_\_\_\_

Type and extent of any injuries: \_\_\_\_\_

Type and extent of any equipment/apparatus damage: \_\_\_\_\_

Direct supervisor contacted  Chief and/or Deputy Chief contacted  Law Enforcement contacted

Worker's Comp form completed  Infection control form completed  Policy followed

Member making report: \_\_\_\_\_

Signature: \_\_\_\_\_