

**CCEMS
OPERATIONS POLICY 100-40
AUTO OR AMBULANCE ACCIDENT**

I. PURPOSE

- 1.1 To provide guidance to CCEMS personnel in the event of an accident in one of CCEMS' ground vehicles.

II. POLICY/ PROCEDURE

2.1 In the event of an accident:

- 2.1.1 Stop your vehicle in a safe and visible place. Move the vehicle out of the traveled roadway if possible. If the vehicle cannot be moved, turn on the hazard lights. Turn off the ignition.
- 2.1.2 Make a first aid check.
- 2.1.3 Call the police immediately. Report any injuries.
- 2.1.4 If able to render care to injured partner or other occupants then make this a priority until help arrives.
- 2.1.5 Contact a member of CCEMS Administration.
- 2.1.6 Mark the scene of the accident if possible to avoid further accidents.
- 2.1.7 Gather the information needed on the attached Accident Report.
- 2.1.8 Take a picture of both/all vehicles involved with the disposable camera maintained in each ambulance. Also try to note any damage already on other cars involved.
- 2.1.9 Do not discuss "fault" or make statements about the accident to anyone but the police. Do not admit guilt for the accident in any way. You may be required to show proof of insurance. Insurance cards are located on the driver's visor of each ambulance.
- 2.1.10 Ask the police officer how to obtain a copy of the police report for your insurance claim.
- 2.1.11 Complete the Accident Report and submit to the Director or Assistant Director immediately after the occurrence.

Director: _____

Effective: 11/05/2008

Reviewed: _____

Revised: _____