

## **3 Accident Reporting**

Adopted: 17 March 2019  
Changed:

Effective: 02 April 2019  
Change Effective:

### ***3.1 Purpose and Expected Results***

Informing the acting ranking officer of the Squad of a significant accident in a timely manner will:

- Prevent miscommunication among EMS Department officers
- Help provide for timely and efficient palliative or corrective action
- Enlist the aid and support of senior Squad members
- Comply with New York State requirements.

### ***3.2 Circumstances of Applicability***

During a Squad activity, a Squad member is involved in an accident resulting in personal injury or property damage.

### ***3.3 Requisites***

The EMS Department's accident report form.

### ***3.4 Procedure Description***

Priority is to be given to safety of crew, patient, and any others involved. Perform a scene size-up (location; hazards; number, location, and criticality of victims; mechanisms of injury). Do not leave the scene. If outside the Fire Station, immediately contact Tioga County Fire Control. Report the incident and your size-up. Request nearest available resources for specific needs, for example:

- An ambulance for a patient being transported
- Ambulance(s) for additional victims
- Fire department for hazards, extrication, scene control
- Law enforcement

Initiate EMS care of victims. As soon as circumstances permit, notify the highest-ranking Squad line officer available. Immediately thereafter, the highest-ranking available Squad line officer shall notify the Squad's CEO, who in turn shall notify the Mayor. Should the CEO be unavailable, the highest-ranking line officer shall notify the Mayor.

The appropriate EMS Department procedures shall be followed.

The Squad Captain, or designee, shall determine if the accident is reportable to the New York State Department of Health (NYSDOH). If found to be reportable, the accident shall be reported per NYSDOH guidelines.