
	<b>Standard Operating Guideline</b>				
	Administration				
	Accident Report Form Guidelines				
	Effective: 02/Feb/03	Revised: 01/Dec/20	S.O.G # A-109	Page: 1 of 1	

## 1.0 Objective

- 1.1 The purpose of this guideline is to facilitate the process by which on duty property damage accidents are reported. The guideline will aid in the notification, distribution, documentation, and completion of accident report forms by Department personnel.
- 1.2 This packet is to be completed for all accidents involving Fire Department vehicles and damage to capital or other equipment, as well as damage to non-City property or injury to civilians caused by Fire Department operations.

## 2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

## 3.0 Notification



- 3.1 As soon as practical following the incident, notification shall be made as follows:
  - 3.1.1 Individual to Supervisor.
  - 3.1.2 Supervisor to Battalion Chief.

## 4.0 Distribution

- 4.1 Forms will be kept in each fire station and in the Battalion Chiefs' office, and will be distributed by the Supervisor to the involved individual upon notification of the incident.

## 5.0 Documentation

- 5.1 The individual involved in accidents as defined above in Section 1, be they vehicular or otherwise, is responsible for filling out the following forms found in the packet:
  - 5.1.1 City of Highland Park Non-Workers Compensation Accident Report Form – Sections I thru VIII.
    - 5.1.1.1 Section I refers to the individual employee, loss information, and local conditions.
    - 5.1.1.2 Section II refers to Fire Department property damage.
    - 5.1.1.3 Sections III and IV involve a description of the incident.
    - 5.1.1.4 Section V refers to another (non-Fire Department) person who may have been injured.
    - 5.1.1.5 Section VI refers to a non-Fire Department vehicle.
    - 5.1.1.6 Section VII refers to non-Fire Department property other than a vehicle
    - 5.1.1.7 Section VIII is witness information.
  - 5.1.2 The supervisor is responsible for filling out the following:
    - 5.1.2.1 City of Highland Park Non-Workers Compensation Accident Report Form – Section IX.


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**6.0 Completion**

- 6.1 The Non-Workers Compensation Accident Report Form may be completed on the computer. A hard copy should be made and inserted in the packet with all other forms.
- 6.2 The accident report form packet is to be submitted to the Battalion Chief no later than the end of the shift when the accident occurred.
- 6.3 Fill out one accident report form packet per incident. Multiple Report Forms may be used for multiple vehicles or items damaged. For additional damaged property, at a single incident, relevant sections need to be completed (the entire form need not be duplicated).
- 6.4 Submit forms to Claims Coordinator.

**7.0 Reference**

- 7.1 Highland Park Fire Department

Approved: 

 Fire Chief