Purpose:

To provide guidelines for the reporting of lost or damaged department property.

Policy:

ECP’s shall enter an incident report into Share Point and an Equipment Deficiency or Vehicle Deficiency for any loss, damaged, malfunctioning, misuse, or to request repair of departmental property. The report shall be submitted within 24 hours of the incident or immediately if determined to be a safety hazard.

2. Any equipment determined to be a safety hazard will immediately be taken out of service, tagged as out of service and the Division Chief on duty notified as soon as feasibly possible.

3. The Division Chief on duty or his designee should take action to resolve any reported safety violation and will document a solution in Share Point.

Vehicle Damage:

When a department vehicle is damaged in a crash the following process should take place.

1. Call the Police immediately for the jurisdiction you are in.

2. Request additional EMS resources if transporting a patient or injured people are present.
3. Secure the names, addresses and telephone numbers and telephone numbers of
   a. Driver(s) and Occupant(s) of other vehicle(s) involved
   b. Injured persons
   c. Witnesses

4. Immediately contact your supervisor.

5. The EMS Shift Supervisor contacts the claims service representative to notify him/her of accident the accident (current contact is Maureen Richmond at 222-3601).

6. Complete the Vehicle Damage claim report and an Incident Report in Share Point as soon as possible and give it to the EMS Shift Supervisor. The Supervisor will then forward the report to Maureen Richmond at City Hall, Rian Rasmussen at Public Works and Assistant Chief Edgar.

7. The EMS Shift Supervisor will arrange for the vehicle to be checked by Public Works to ensure it can be returned to service and is safe to operate.

**Do not do any of the following:**

1. Do not leave the scene of the accident until released by the investigating officer.

2. Do not discuss the facts of the accident with anyone other than the investigating officer.

3. Do not assume or admit liability (fault) to anyone.

4. Do not make any payments or promises to anyone, since it is the claims department’s obligation to investigate and determine responsibility on your behalf.

5. Do not divulge coverage limits.