



**KING OF PRUSSIA VOLUNTEER FIRE COMPANY**  
**170 ALLENDALE ROAD**  
**KING OF PRUSSIA, PENNSYLVANIA 19406**  
610-265-1063 Allendale Road Station  
610-337-8230 West Beidler Road Station  
610-265-3205 FAX  
610-265-5635 Social Hall  
email [kpafc@pond.com](mailto:kpafc@pond.com)  
Web [www.kpafc.com](http://www.kpafc.com)

## **Standard Operating Guidelines**

**SOG NO.:** KP-1-0015

**SOG TITLE:** ACCIDENTS INVOLVING FIRE COMPANY VEHICLES

**ADOPTION DATE:** 01/92

**REVISION DATE:** 06/09

**NO. OF PAGES:** 7

**Purpose:** To establish policies and procedures for handling accidents involving fire company vehicles.

1. Accidents during emergency response:
  - A. The responding vehicle will stop immediately.

If there are no injuries and the vehicles are drivable; the vehicles should be removed from the roadway to a safe location like a parking lot to exchange information.
  - B. The first responsibility of the Driver or uninjured firefighters is to check the extent of Firefighter and/or civilian injuries, and to call for an ambulance if needed. Except for life threatening situations, Fire Company personnel shall refrain from offering any unsolicited assistance to civilians.
  - C. The Officer In Charge and the Police shall be notified immediately, providing the exact location and extent of injuries.

D. No admission of fault shall be made by any Fire Company personnel at the scene of the incident. The Director or Driver of the apparatus involved shall gather the following information.

1. Name, address, phone number, of civilians involved
2. Operator's information and insurance information of civilians involved.
3. Vehicle information of civilian vehicles involved.
4. An initial summary of injuries.
5. Names, addresses, phone numbers of any witnesses if possible.

E. The Driver of the apparatus involved will only provide information outlined in items 1-3 above.

F. The Driver/Officer shall fill out an Accident Report upon return to Station. (See Attachment)

G. Any injured Firefighter shall fill out an Injury Report as soon as possible.

H. If the Fire Chief and Chief Engineer are not present, they shall be notified as soon as possible.

2, Accidents during non-emergency response:

A. Follow same procedures as above.

3. Complete the Upper Merion Township Incident Report. (See Attachment)

Special Procedures:

1. No Fire Company vehicle shall be towed without the consent and supervision of the Chief Engineer or his/her designee.
2. If a Fire Company vehicle must be towed, it shall be to the Allendale Road Station or location specified by the Chief Engineer.
3. If the accident results in serious injuries or death, the apparatus shall be placed out-of-service immediately and secured for investigative purposes.

**King of Prussia Volunteer Fire Company**  
**Accident-Incident Report**

The following report is to be completed by the Officer, Driver, or other personnel immediately after an accident involving a fire company vehicle.

**Apparatus #** \_\_\_\_\_

**Date of Incident** \_\_\_\_\_

**Time** \_\_\_\_\_

**Location of accident:**

\_\_\_\_\_

**Fire Incident #** \_\_\_\_\_

**Fire Incident location**

\_\_\_\_\_

**Officer In Charge** \_\_\_\_\_

**Driver** \_\_\_\_\_

**Director** \_\_\_\_\_

Firefighters on apparatus (Name, location on apparatus)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Firefighter Injuries/Fatalities (Name/Injury)

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Civilian Injuries/Fatalities (Name/Injury)

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Investigating Police Officer \_\_\_\_\_

Owner Information

Vehicle 1

Vehicle 2

Name

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Address

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Operator's #

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Registration

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Vehicle make

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Vehicle model

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Insurance co

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Insurance

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Witnesses:

1. Name \_\_\_\_\_ 2. Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Briefly describe what happened:

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Briefly describe damages to:  
Fire Company Vehicles

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Civilian Vehicles

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Disposition of Fire Company Vehicles:

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Replace this page with the Attachment – Upper Merion Township Incident Form.