

## **8100 PROCEDURE 801**

### **Notification of Vehicle Accidents Involving CAL FIRE Vehicles**

(No.66 November 2015)

[\(See Policy 1718-Vehicle Accident Reporting and Investigation\)](#)

[\(See FC-800 – CAL FIRE Operational and Program Notification\)](#)

Command Centers shall be responsible for notifications of accidents involving vehicles (CAL FIRE, contract, rental, personal) operated by CAL FIRE employees used for official business. The [CAL FIRE Operational and Program Notification \(FC-800\) form](#) shall be used for this notification. The distribution process will assist in timely notification of staff within operational and program functions.

The FC-800 shall be submitted for vehicle accidents meeting the following criteria:

- Serious injury to CAL FIRE personnel
- Civilian injury
- Vehicle damage in excess of \$3000
- Damage to civilian vehicle or property (any dollar amount)

#### **Responsibilities and Action**

##### **Any CC**

1. Receive report and record in the Dispatch System of Record.
  - a. If the accident occurred in another Unit, notify the CAL FIRE CC in which the accident occurred
2. Notify Duty Chief.

##### **CC for the Administrative Unit Where the Accident Occurred**

1. Ensure that appropriate emergency response has been initiated.
2. Notify Duty Chief.
3. Notify California Highway Patrol (CHP).
4. For serious injury or death, reference [\(See HB 8100p800 – Notification of Serious Injury / Fatality / Near Serious Accident\)](#)
5. CC will have 4 hours from first notification to call the Region Duty Officer, complete and email the initial FC-800 to the Region Duty Officer.
6. Notify driver's home Unit, if applicable;

- a. The driver's home Unit CC shall notify the Duty Chief, Safety Officer, and Forestry Equipment Manager.

### **Region OCC**

1. Receive FC-800.
2. Review completed FC-800 for accuracy.
3. Forward FC-800 to Region Duty Chief, Region Forestry Equipment Manager, Region Safety Program Chief and Sac CC.

### **Sac CC**

1. Receive FC-800.
2. Forward FC-800 to Sac Duty Chief, Sac Safety Program Chief, and Sac Senior Forestry Equipment Manager.

[\(Next Procedure\)](#)

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[\(Forms and Form Samples\)](#)