

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: ACCIDENTS INVOLVING AN AMBULANCE	SECTION: LAND AMBULANCE
DATE: July 3, 2001	POLICY NO.: KDSB-LAS-V-04
APPROVED BY: Resolution No 2001-102	REVISED: Res. No. 2008-150 - October 2, 2008

1. POLICY STATEMENT

Ambulance personnel involved in an accident while operating an ambulance will follow the procedures as set out by the Kenora District Services Board, Director of Emergency Services, and the Ambulance Service.

2. PROCEDURE

POINTS OF EMPHASIS

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| 2.1 Notify dispatch that an accident has occurred. | Dispatch will notify police. |
| 2.2 <u>Do not</u> move the ambulance until instructed to do so by the police. | Police will go to accident scene. |
| 2.3 <u>Notify</u> dispatch center if a patient is being carried in the ambulance. | Dispatch will deploy a second ambulance to the scene if required. |
| 2.4 Treat persons for injury where necessary. | <u>Notify</u> dispatch center of number of injuries and severity. |
| 2.5 Take names, addresses, phone numbers of witnesses to the accident, also of those involved in the accident. | Accurate information is necessary when completing accident report. |
| 2.6 When questioned by police, answer clearly and concisely, giving facts only. | <u>Do not</u> offer any information or opinion about the accident. |
| 2.7 Remove data key from tachograph at scene. | This is the responsibility of the driver. |
| 2.8 Upon return to base the <u>driver</u> will:
Upload information from data key and generate a report.
Complete a Motor Vehicle Accident Report
Complete a VSA/Incident Report | This is the responsibility of the driver. |
| 2.9 Upon return to base the <u>attendant</u> will complete a separate VSA/Incident Report. | This is the responsibility of the attendant. |
| 2.10 The ASM or designate will conduct an internal investigation. | The Director or designate will be given a detailed report of the events. |