DEPARTMENT APPARATUS COLLISION REPORTS

1. PURPOSE

1.1 This bulletin is issued to set forth guidelines for the reporting of motor vehicle collisions/incidents involving FDNY apparatus.

2. SCOPE

2.1 This bulletin applies to all FDNY personnel.

3. POLICY

3.1 An Apparatus Collision Report (CD-19) and an Apparatus Collision Investigation Report (CD-19A) shall be forwarded to the Safety Command for ALL Fire Department COLLISIONS and INCIDENTS. (See Addendum 1)

3.2 Whenever the driver or operator of any Department apparatus is involved in a major collision as defined in Section 4.3, he/she shall be tested for the presence of illegal drugs and/or alcohol.

3.3 If two (or more) FDNY apparatus collide, the occurrence is considered to be two (or more) collisions, and an Apparatus Collision Report (CD-19) is required from each unit.

Note: When an individual alleges that the Department is responsible for a collision or incident the individual should be informed that he/she may file a notice of claim by calling the Comptroller's Office at (212) 669-8750 or visiting their website at www.comptroller.nyc.gov. The Comptroller investigates each claim to verify the occurrence, the reasonableness of the bill, and the department's responsibility, if any, for the incident.

4. DEFINITIONS

4.1 APPARATUS

All motor vehicles assigned to the New York City Fire Department shall be considered apparatus. In addition, for collision reporting purposes, member's private vehicles, when authorized for use on Department business, are also considered apparatus. (See PAID 5-94 for Authorized use by uniformed members)
4.2 COLLISION

An apparatus collision is when an apparatus strikes or is struck by a vehicle, pedestrian, or bicyclist, or strikes a fixed object.

4.3 MAJOR COLLISION

The Investigating Battalion Chief shall consider classifying a collision as a major collision if the collision results in either significant damage to the Department or civilian vehicle, or to private property, or results in a life threatening injury or death to a civilian or member.

4.4 INCIDENT

A vehicle related occurrence that is not a collision such as:

- Apparatus fire.
- Damage to an apparatus caused by an unusual occurrence (i.e. a tree limb falls on an apparatus).
- Damage that is discovered during routine inspection of the vehicle.
- Damage to a civilian vehicle caused by a properly parked apparatus operating at alarms, (i.e. a tower ladder outrigger damaging a parked car) inspection activities, and Multi Unit Drill (MUD).
- A properly parked apparatus that was struck by another apparatus. (Incident for the apparatus that was struck).
- An allegation that a Department vehicle caused damage to a civilian vehicle or property. If a Fire apparatus is involved, the officer on duty must make a journal entry of the allegations.
- Damage caused by vandalism.

4.5 PROPERLY PARKED APPARATUS

4.5.1 Apparatus parked in apparatus quarters shall be considered properly parked.

4.5.2 Apparatus that is parked at a distance from, or not parallel to the curb, or is double or even triple-parked at fires, emergencies, or false alarms shall be considered properly parked, unless an investigating Chief Officer feels the member in charge of the apparatus could have selected an available alternate site in a less exposed position.

A. This same guideline applies to unorthodox parking at Multi-Unit Drills.

4.5.3 While on routine duties, Fire apparatus shall be considered properly parked if parked in compliance with Safety Bulletin No. 3, "Parking of Fire Apparatus on AFID."
5. **ACTIONS TO BE TAKEN BY OFFICER/MEMBER IN COMMAND IN THE EVENT OF A COLLISION/INCIDENT.**

5.1 Preliminary report to dispatcher (by radio if apparatus is radio equipped/by phone if apparatus is not radio equipped).

5.1.1 Give the assigned command/bureau of the unit involved.

5.1.2 Give the location of collision/incident.

5.1.3 Request additional assistance, if necessary.

5.1.4 Indicate whether unit was responding to or returning from an alarm/assignment or was on other administrative duties.

5.1.5 Advise the number and type of injuries to members or civilians, if any.

5.1.6 If involved unit was transporting a patient, advise if an additional ambulance will be required.

**Note:** If the collision/incident occurred outside the city limits call 911 if appropriate. A telephone notification shall be made to the Fire Department Operations Center (FDOC) at (718) 999-7900 as soon as safety permits. Information from the first four sections of the CD-19 shall be provided to the FDOC member.

In the event an on-duty EMS/Fire unit requests a Battalion Chief to investigate a collision outside the City Limits, Dispatch Personnel shall assign the Battalion to the most appropriate box on the City Line and advise the Battalion Chief by phone or radio of all particulars.

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<tr>
<th>Fire Dispatch Phone Numbers</th>
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<tr>
<td><strong>Bronx</strong></td>
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5.2 Identification and Stabilization of Collision Scene.

5.2.1 Upon being involved in an apparatus collision/incident, FDNY Officers and FDNY members must realize that their primary initial obligation is to prevent the collision from increasing in magnitude.
5.2.2 While operating at a collision scene, actions to be taken shall include, but not be limited to, the following:

A. Wear proper PPE.
B. Sizing-up the scene.
C. Placing members to direct traffic.
D. Placing traffic cones (if available or and/or) and road flares as detour markers.
E. Placing Department vehicles with warning lights turned on in strategic locations.
F. Closing the thoroughfare to all traffic, if necessary, to prevent other vehicles from becoming involved or compounding the collision.
G. Identifying and treating injured members and/or civilians.

5.2.3 Members directing traffic at night must:

A. Be equipped with flashlights or lanterns and personal protective clothing for increased visibility. See Safety Bulletin 88 / EMS OGP 107-01, Addendum 1.
B. Be alert to drivers of oncoming vehicles who may not see you and be prepared to take necessary evasive action.
C. Warn any endangered personnel operating at the collision scene.

6. **NOTIFICATIONS BY DISPATCHER**

6.1 Fire/Civilian Incidents:

6.1.1 Nearest available Battalion Chief (if requested).

6.1.2 Police Department.

6.1.3 FDOC.

6.2 EMS Incidents:

6.2.1 Nearest EMS Officer.

6.2.2 Police Department.
6.2.3 FDOC.

6.3 All Collisions:

6.3.1 Nearest available Battalion Chief.

6.3.2 Safety Battalion Chief.

6.3.3 Police Department.

6.3.4 FDOC.

6.3.5 Nearest EMS Officer if collision involves an EMS apparatus.

6.4 Major Collisions:

6.4.1 All listed above.

6.4.2 Nearest available Deputy Chief.

6.4.3 EMS (for ambulance, EMS Officer, EMS Deputy Chief Officer)

6.4.4 FDOC
   a) Medical Officer
   b) Office of Medical Affairs Physician on call
   c) Bureau of Investigations and Trials

6.4.5 Other notifications as outlined in current Dispatch policies.

ADDITIONAL ACTIONS TO BE TAKEN BY OFFICER/MEMBER IN COMMAND

6.5 Secondary report to the dispatcher.

6.5.1 Additional assistance required.

   A. Police.

   B. Additional Fire Department Units (e.g., Ambulance, Rescue, Engine, SOC Support Ladder, Mechanic).

6.5.2 The determination if a collision is a Major Collision will be made by the Battalion Chief at the scene.
7. **ACCIDENT DETERMINATION**

7.1 The investigating Battalion Chief will determine if collision is a major collision. In questionable cases (e.g., numerous injuries, unusual circumstances), the Battalion Chief shall consult with the Deputy/Division Chief and a Safety Battalion Chief prior to making such determination. The Battalion’s cellular phone is appropriate for such consultation.

7.1.1 The Safety Battalion Chief is authorized to downgrade or upgrade a collision should information later come to light which makes such a change appropriate.

7.1.2 The Safety Battalion Chief shall be assigned by the Bureau of Fire Communications to all collisions, shall respond to all major collisions, and may respond to any collisions, within city limits.

8. **NOTIFICATION TO FIRE DEPARTMENT OPERATIONS CENTER (FDOC)**

8.1 Battalion Chiefs/EMS Officers should be aware that timely notification to Fire Department Operations Center is required whenever a Fire Department apparatus is involved in a collision/incident. As soon as possible after returning to quarters from the scene, the Battalion Chief/EMS Officer responsible for conducting the investigation shall email a completed FOC-1 report to Fire Department Operations Center at FDOC@fdny.nyc.gov, followed by a phone call to FDOC at (718) 999-7900 to verify receipt of email. The FOC-1 report can be accessed via the Fire Admin Forms section on the FDNY intranet under the Forms drop down.

8.2 In cases where a Battalion Chief/EMS Officer was not dispatched for an investigation (i.e. Fire/Civilian Incident, Out of city collision/incident) the preparer of the CD-19 will contact Fire Department Operations Center (FDOC) at (718) 999-7900 with the particulars of the collision/incident. Upon receipt of the notification, FDOC shall complete the top 4 sections of the FOC-1 and notify the Safety Command-Accident Recording Unit of the collision/incident via email at SafetyCommand@fdny.nyc.gov.
9. PROCEDURE – MAJOR COLLISIONS

9.1 At Major Collisions - DO NOT MOVE VEHICLES - EXCEPT AS INDICATED BELOW.

A. The fact that one lane of traffic is blocked, or that motorists are temporarily inconvenienced due to traffic conditions, does not warrant moving the involved vehicles.

B. Collisions occurring on city streets rarely justify moving the involved vehicles at a collision scene.
   1. If a collision occurs during periods of light or moderately fast moving traffic, the potential for another collision being caused is increased. The involved vehicles may then have to be moved to a position of safety.
   2. The member in charge must exercise good judgment. The prevention of additional collisions and/or injuries at a collision scene should be the determining factor as to whether or not to move the vehicles that have been involved in a collision.

9.2 If it becomes imperative to move apparatus or other vehicles, the following procedures shall be adhered to:

A. The location of tires (if double wheeled, then the outside tire only) of all involved vehicles shall be marked with "T" shaped marks indicating:
   1. The outside edge of each tire, and
   2. The center-line of the axle of each wheel (Fig. 1).

B. In addition, if a tractor trailer or other large vehicle is involved, the four corners of the vehicle shall be marked (Fig. 2).

C. Marks shall be made with lumber crayon, chalk, or any other means at hand. Marks shall be made to withstand traffic wear after vehicles are removed, or shall be renewed as necessary, until the arrival of the Safety Battalion, unless such renewal would present a hazard to the members.
Figure 1

Corner Marks

Figure 2

Corner Marks

F.D. Veh.
9.3 Safety Battalion shall notify Bureau of Fire Investigations (BFI) if a civilian patient is removed to a hospital with life threatening injuries.

9.3.1 The Bureau of Fire Investigations is required to monitor the patient’s condition. BFI will notify the Safety Battalion of the status of the patient after 24 hours.

9.3.2 If notification has not been received within 48 hours the Safety Battalion shall call BFI for the patient(s) status.

9.3.3 Once the patient(s) status has been obtained Safety Battalion will notify the Accident Recording Unit via email at SafetyCommand@fdny.nyc.gov.

10. FORWARDING APPARATUS COLLISION REPORT (CD-19)

10.1 The CD-19 report shall be forwarded by the apparatus operator/officer within 96 hours of the apparatus collision/incident.

10.2 The officer in charge or the operator of the apparatus at the time of the collision/incident shall prepare and forward a Collision Packet through the chain of command. The Collision Packet being forwarded should include:

- Two copies of the completed CD-19
- Two copies of the MV-104(s) when required.
- Two copies of the Police accident report when required

When possible all forms should be batched as a “Collision Packet” and forwarded through the chain of command for review/endorsements.

10.2.1 For EMS vehicles, the Apparatus Collision Packet shall be forwarded through the chain of Command.

10.2.2 For other Bureau vehicles, the Apparatus Collision Packet shall be forwarded to the responsible Bureau Head by the preparer of the document.

10.3 Chief Officers/Bureau Heads shall review reports submitted by units in their command. Such reports shall be examined for content and preparation, and then endorsed by the reviewer.
11. APPARATUS COLLISION INVESTIGATION AND/OR REVIEW REPORT CD-19A (See Addendum 1).

11.1 Most fire apparatus collisions occur within a unit's administrative or response area and are investigated by Chief Officers having administrative jurisdiction over the unit. Whenever possible, this investigating Chief Officer shall review the unit's CD-19 report. If the Chief Officer agrees with the particulars of the collision/incident as contained in the collision report a short statement to that effect will suffice, on the CD-19A in regard to the collision particulars.

If the investigating Chief Officer is due to begin a leave or working in a covering or a detailed assignment, said Chief would not be required to review the unit's CD-19, but must include full particulars of the collision/incident in the CD-19A Investigation Report.

11.2 Chief Officers investigating apparatus collisions/incidents involving units NOT of their command will NOT review the CD-19 but must include full particulars of the collision in their CD-19A investigation report. CD-19As shall be forwarded promptly to the command initially responsible for reviewing the unit's Apparatus Collision Report (usually the Battalion and Division/Bureau to which unit is assigned).

11.2.1 For EMS apparatus collisions, the Chief Officer investigating the collision shall forward the CD-19A to the EMS Division Commander of the Division where the EMS unit is assigned. The Division Commander shall ensure a Chief Officer Reviews and Endorses the CD-19A.

For EMS apparatus incidents, the EMS Investigating Officer shall forward the CD-19A as described above.

11.2.2 Investigation Reports of apparatus collision/incident involving units other than FIRE or EMS (i.e. Headquarters, Fleet Maintenance, and Communications) shall be investigated by Chiefs of the respective response area and forwarded to the Bureau responsible for the administration of that unit.

11.3 Chief Officers/Bureau Heads reviewing reports of collision/incidents investigated by other commands shall examine the CD-19 and the CD-19A Investigation Report(s). Such Chief Officers/Bureau Heads shall complete the appropriate section of the CD-19A expressing the results of their review and forward together with original CD-19. Further investigation shall be conducted, when necessary.

11.4 If the corrective action recommended on the Apparatus Investigation Report (CD-19A) involves any form of retraining, (i.e. drills, review of written material, or defensive driving) proper records shall be made, and maintained of all training sessions performed.

11.5 A Chief Officer/EMS Officer involved in an apparatus collision/incident may not investigate his/her own collision/incident. The investigating Chief Officer/EMS Officer will forward the CD-19A Form with endorsements.
11.6 Upon completion of the review process, all necessary reports for the collision/incident must be combined and forwarded as a package to the Safety Command-Collision Recording Unit at 9 Metro Tech, 7th Floor, Brooklyn, NY 11201. This includes:

- The original CD-19(s)
- The original CD-19A
- A copy of the MV 104(s), when required
- Any other pertinent documents.

Note: When two or more FDNY apparatus are involved in a collision only one CD-19A is required. The officer completing the CD-19A can add additional identifying information for all apparatus involved in the other comment section.

12. NEW YORK STATE REPORT OF MOTOR VEHICLE ACCIDENT (MV-104)  
(Form in Addendum 1)

Note: Forward the Original MV-104 to NYS DMV

12.1 The original New York State Report of Motor Vehicle Accident (MV-104 revised 5/11) must be completed and sent NYS Department of Motor Vehicles within 10 days, and a copy must be sent to the Safety Command-Collision Recording Unit within 96 hours of a collision resulting in death, personal injury, damage over $1,000 to the property of any one person, or if a dollar amount cannot be estimated. This is the express responsibility of the vehicle operator involved in the collision.

Note: MV-104 forms can be completed and printed on the FDNY Intranet or copies can be ordered from the FDNY Stationary Supply Unit.

12.2 If the member is notified by Personnel or by the NYS Department of Motor Vehicles of a driver’s license suspension because the MV-104 report has not been received contact the Safety Command-Collision Recording Unit for a copy of the MV-104 and/or the CD-19. If the suspension is due to the MV-104 being erroneously completed, the employee shall immediately complete a corrected MV-104 report and forward it directly to the NYS DMV. Copies of all correspondence to and from the NYS DMV and the corrected MV-104 form shall be forwarded to the Safety Command-Collision Recording Unit through the chain of command.

12.3 The State of New York Insurance Department prohibits the imposition of any surcharge upon the private passenger insurance rate of any member involved in an apparatus collision while on duty. If a member experiences problems relating to his/her private insurance, the member should contact the Collision Claims Unit at 718-999-2939. The Collision Claims Unit will verify collision data; and fax or mail a letter to the insurance company to correct the situation.

12.4 Fill out the MV-104 according to the instructions in Addendum 7.