

Travis County Emergency Services District No. 9

Westlake Fire Department

Standard Operating Procedure

Subject: Drive-Up Incidents

Effective Date: June 15, 1997

Authorized By: Chief Paul Barker **Revised Date:** May 17, 2000

I. Purpose

To establish a procedure to guide actions when department members drive up on a collision or other emergency scene within our District and in surrounding areas of Travis County.

II. Policy

Upon driving up on any emergency scene (i.e. Collision, medical, fire etc.) the member shall assess the scene; call 911 or our Dispatch via radio or telephone, and describe to the operator the type of incident and what type of response will be required.

III. Procedure

A. Collisions

- Upon arrival at a collision, park your vehicle in a safe location that will not hinder emergency response vehicles from arriving and staging on scene. If your vehicle is not equipped with emergency lights, do not attempt to block traffic with it. (You may be found at “fault” for a subsequent collision!)
- In District and Immediate Surrounding area (CE-Bar, Loop 360)
 - Report the collision to dispatch via radio or telephone and give a size-up.
 - Request Dispatch to initiate a run card if there are any injuries or fluids leaking that would require an Engine response.
 - If there are injuries, request EMS.
 - Request the appropriate police department to respond if blocking traffic and/ or if either party request police response.
- Out of District
 - Report the collision to the 911 Operator by cellular phone or, if you do not have a cellular phone, contact our Dispatch via radio and ask them to relay your information to 911.
 - If there are injuries, request EMS.
 - **DO NOT** initiate a run card. No card will be stamped by TCESD#9 for an out-of-District call.
 - Even if you initiated patient care, no run report is needed. However, you may do a run report for your own file. The run report will be your responsibility, not TCESD#9’s. When you decide to stop at an accident or emergency scene, you are not “responding” as a member of this Department, you are working as a Good Samaritan and are covered by

the appropriate laws of the State of Texas and not by our Department insurance or license to practice.

B. Fires

- Upon arrival at a fire, park your vehicle in a safe location that will not hinder emergency response vehicles from arriving, laying in and/or staging on scene.
- Report the fire to Dispatch via radio or telephone and give a size up.
- Determine the closest water supply, if possible and advise incoming units of its location.
- Determine, without entering the structure, if all occupants are out of the structure.
- Determine what utilities are at the structure (Natural gas, propane, etc.) and locate the cut-off locations – but do not take action unless you are directed to do so, or you have experience to accomplish the task safely.