

INCIDENT CARD

HOW TO USE THE CARD

A card should be placed in every vehicle that is driven on fire department business. Recommendation: Keep this *Incident Card* with the fire department *Incident Form* in the glove box.

If involved in an incident:

- o Call 9-1-1 or local police
- o Assist the injured
- o Fill out the *Incident Form*
- o Fill in your fire department name and your name on the back of the card
- o Give the card to the other driver
- o Only give the *Incident Form* to your supervisor
- o Do not admit fault
- o Notify your fire chief

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In case of incident contact:

Risk Management Department
(405) 521-4999

STATE OF OKLAHOMA

Fire Department Involved

Name of Employee

If you are provided this card at the scene of an incident and wish to file a claim, contact Risk Management to initiate the claim filing process.