



Van Driver Emergency Procedures

Breakdown of Van or Dashboard Warning Light Occurrence

1. Notify park office staff – (206) 842-2306
2. Notify Park Services staff
 - a. Mike Pratt – (206) 484-6675
 - b. Anders Lunde – (206) 310-4203 work
 - c. Chris Newlin – (206) 319-3726 work; (360) 271-3621 cell
3. Call “Road Assistance”, numbed located on plastic card in the van
 - a. 24 hour roadside assistance: 1-866-611-7040
 - b. Member number: F601693232330 for 2008 Chevy White Van
 - c. Member number: F608713178274 for 2013 Chevy Green Van
 - d. Member number: F608713011408 for 2018 Chevy Bus
 - e. Tow van to local garage if immediately repairable

Minor Vehicle/Equipment Accident

Does not involve serious injury or third party

1. Stop immediately to investigate.
2. Secure the scene of the accident to prevent further injury or damage.
3. Report the accident to your supervisor immediately. If unable to reach them notify the one or both of the following:
 - a. Mark Benishek – work: 206-842-2306 ext. 116 cell: (206) 488-8465 (Rec Division Director)
 - b. Bryan Garoutte – work: 206-842-2306 ext. 124 cell: (206) 488-8587 (Rec Division Superintendent)
4. Fill out the appropriate Injury/Incident Report form. If employee, use the *Employee Injury/incident Report form*. If non-employee (i.e. volunteer) use the *Incident Report form for Non-Employees*.
5. Return completed forms to your immediate supervisor within 24 hours following the accident.

Major Vehicle/Equipment Accident

Does involve serious injury or third party

1. Stop immediately to investigate.
2. Secure the scene of the accident to prevent further injury or damage.
3. Call 911. Follow all police instructions. **Do not assume liability for incident and do not talk with the media.**
4. Render assistance to injured parties.
5. Report the accident to your supervisor immediately. If unable to reach them notify one of the following:
 - a. Mark Benishek – (206) 488-8465, Recreation Division Director
 - b. Bryan Garoutte – (206) 488-8587, Recreation Division Superintendent
 - c. Terry Lande – (206) 384-3893, Executive Director
6. Obtain as much information about the event as possible. This includes any witness names and phone numbers and other accident vehicle driver information. Photograph the damage/incident if possible.
7. Fill out the appropriate Injury/Incident Report form. If employee, use the *Employee Injury/incident Report form*. If non-employee (i.e. volunteer) use the *Incident Report form for Non-Employees*.
8. Return completed forms to your immediate supervisor within 24 hours following the accident.

IN THE EVENT THAT THE DRIVER IS INCAPACITATED, PLEASE FOLLOW THE MAJOR VEHICLE ACCIDENT PROCEDURE!