

**LAKWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.15	PERSONNEL
DATE IMPLEMENTED: OCTOBER 16, 2018 DATE REVISED:	TITLE: PERSONNEL INJURY REPORTING

PURPOSE:

The Board recognizes the necessity of prompt and accurate insurance reporting for the protection of the firefighters, other personnel of the Board, the general public and the Board itself.

SCOPE:

These procedures shall apply to all LFD Career and Volunteer personnel.

GENERAL:

ON DUTY INJURIES TO PERSONNEL

1. Primary action should be to attend to the injured party. EMS shall immediately be requested. Once EMS arrives on the scene, the injured member shall be transported to the hospital as per EMS protocols. No Refusals of Medical Aid (RMA) shall be permitted. Follow-up care and non-emergency care shall be handled through the medical facility which is appointed by the Board.
2. All injuries which arise from firefighting duties or training sessions shall be immediately reported to the Chief or Officer-in-Charge who shall issue the appropriate written report. The Fire District Administrator or his/her designee shall be notified to file the proper insurance claim, as well as to notify the Board Chairman, within twenty-four (24) hours of receiving the notification. Said report shall be kept in the confidential employee file of the individual. This report shall not be included in the Chief's Report, or otherwise discussed, with the exception of the reporting procedures as set forth above. The entire Board shall be notified as soon as practicable after the incident. However, if the Board or the Chief wishes to have further discussion on the matter, then the Fire District Administrator or his/her designee shall contact the Board Attorney in order that all notices required shall be complied with, and the matter will be discussed at the first available meeting after the appropriate notice has been prepared by the Board Attorney, if necessary.

INJURIES TO NON-PERSONNEL

1. In all injuries involving non-personnel, primary action should be to attend to the injured party. EMS shall be immediately be requested. When in doubt, call for EMS and once EMS arrives on the scene, the injured party shall be evaluated,

treated and if necessary, transported to the hospital as per EMS protocols. Should emergency care be required, the injured party shall be transported by the emergency medical care provider either stationed at or called to the scene. All determinations for medical care shall be designated to EMS or other medical care provider.

2. All injuries which involve non-personnel of the District shall be immediately reported to the Chief or Officer-in-Charge who shall issue the appropriate written report. The Fire District Administrator or his/her designee shall be notified to file the proper insurance claim, as well as to notify the Board Chairman within twenty-four (24) hours of receiving the notification. Said report shall be retained by the Fire District Administrator or his/her designee. This report shall not be included in the Chief's Report, or otherwise discussed, with the exception of the reporting procedures as set forth above. The entire Board shall be notified by the Fire District Administrator or his/her designee as soon as practicable after said incident. However, if the Board or the Chief wishes to have further discussion on the matter, then the Fire District Administrator or his/her designee shall contact the Board Attorney in order that all notices required pursuant to law shall be complied with, and the matter will be discussed at the first available meeting after the appropriate notice has been prepared by the Board Attorney, if necessary.

OFF DUTY PERSONNEL INJURY OR ILLNESS REPORTING

1. Personnel who are unable to report for duty due to injury or illness sustained while off duty will notify the Chief immediately upon learning of such inability. In the event the Chief is unavailable, personnel shall contact the individual who is the next level of supervision in the chain of command. Career Personnel shall follow SOG 101.06 with regard to sick leave procedures.

DISCLOSURE

1. Any injury to an employee or non-employee shall not be discussed with members of the media, outside insurance agencies, investigators and the like. If any Board employee is contacted, he or she shall refer the matter to the Board Chairman or the Board Attorney for the appropriate response.
2. No one other than the Fire District Administrator or his/her designee shall communicate with the Board's insurance company. All correspondence concerning any incident shall be forwarded to and dealt with by the Fire District Administrator or his/her designee or the Board Attorney. No individual shall contact the insurance company directly unless given express direction to do so by the Fire District Administrator or his/her designee.