

# ECFR SOG 203

## Accident, Injury or Exposure Reporting and Investigation Guide

**NOTE:** All forms referenced in this SOG can be found in O: Forms Revised/Accident Forms. Additionally, exposure reporting forms can be located on the District web site and in each station's Exposure Reporting Manual

The following sections outline the proper procedures for initiating and reporting exposures, accidents and/or injuries and vehicle accidents; and documenting the subsequent investigation(s).

All accidents and injuries will be reported utilizing the procedures listed below. Personnel and public safety, and incident stabilization are always the top priorities. It is the responsibility of involved parties and/or supervisors to initiate investigative measures as soon as possible.

### I. Vehicle Accidents or Property Damage

- a. A 'Vehicle Accident-Loss' form shall be completed for any motor vehicle accident that:
  1. Causes damage or loss to a District apparatus or property
  2. Causes damage or loss to private vehicles or property
  3. Causes personal injury to a District member or member of the public
- b. Follow the instructions on the form's flow chart

### II. Accidents Involving Animals

- a. In a non-emergency situation, the operator of a District-owned vehicle injuring a domestic animal shall stop and make a reasonable effort to leave their name and the District's telephone number. A Fire District Accident Report shall be completed with assistance from the Duty Officer or Duty Chief, and forward to the Safety Officer.

### III. Accident or Personal Injuries

- a. Career - Utilize Accident/Injury – *Employee* Form
  1. To be utilized for all non-vehicle accidents and/or personal injuries
  2. Follow the instructions on the form's flow chart
- b. Volunteer - Utilize Accident/Injury – *Volunteer* Form
  1. To be utilized for all non-vehicle accidents and/or personal injuries
  2. Follow the instructions on the form's flow chart
- c. The District HSO will complete and send a BVFRO Accident Report Postcard

### II. Exposures

- a. Follow the procedures on the Blood Born or Airborne exposure checklists found in O: Forms Revised/Accident Forms/Exposure Plan
- b. Reference SOG 105 *Communicable Disease Program* for information regarding airborne or blood born exposures