

Hurricane Fire & Rescue

Hurricane, WV

Administrative Guidelines

Subject
Guideline Number
Adopted
Effective Date
Pages

Accident/Illness Reporting
800.114
March 1, 2007
April 7, 2007
2

Purpose: To establish a uniform reporting process for accident reports.

Scope: All personnel

Responsibility: It is the responsibility of all personnel to adhere to these guidelines.

Injury Procedures

1. A Command Officer will be notified immediately of all illnesses and injuries to department personnel and/or guests.
2. When a member becomes ill, or is injured on duty, either major or minor in nature, an injury report form must be completed.
3. If the member is unable to complete the report, the officer will be responsible for completing the report in its entirety.
4. All forms must be completed within 24 hours of the injury. All forms must be submitted to the fire chief.
5. A Command Officer must be notified immediately of personnel who are treated and transported to a hospital.
6. If a member sustains a needle stick or an infectious disease exposure, the member should be evaluated at the hospital the patient was transported to for care. A Command Officer should also be notified immediately.

All infectious disease exposures should follow the department's Exposure Control Plan.

6. Members that require treatment for life threatening emergencies will be treated by an ALS unit and taken to the closest appropriate facility by the EMS transport unit.