



Clarke County Fire and Rescue

Standard Operating Guideline

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

Subject: Injury Incident(s)	SOG: 100.06	Page 1 of 2
Category: General – Injury Incident(s)	Sub Category:	
Approved by: Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief	Effective Date: 1/1/2017	

Purpose

To provide guidelines in case of an accident/incident involving death or injury to any member or employee of CCFR

Definitions

The following definitions have been adopted for use;

- CCFR – The Clarke County Fire-Rescue system consisting of the following departments; Boyce VFD, Blue Ridge VFD, John H. Enders VFD, and Clarke County Fire, EMS and Emergency Services
- McNeil & Company – The current Clarke County Fire-Rescue system insurance carrier

Procedure

1. In case of an injury/accident to a CCFR member/employee, locate the McNeil & Company Accident & Sickness Claim Notice and complete all information (located on Clarke County website) and:
 - a. Stop immediately and obtain medical treatment (as needed) for the injured employee/member
 - b. Take steps to prevent any further injuries (if needed)
 - c. Contact the Clarke County Communications Center and advise them of the incident, providing the following information;
 - a. Location of incident
 - b. Any injuries and transport unit if needed
 - c. Unit number
 - d. Notification of Officer or Director (if alone)
 - d. In the event of death, actual or potential serious injury also complete the Group Life Proof of Loss form, any member witnessing the incident/accident will immediately notify

an officer of their respective department and the Director of Clarke County Fire, EMS and Emergency Management.

2. In reporting an incident/accident, all personnel should state the facts to the best of his/her knowledge. **Conclusions as to fault or responsibility should not be stated.** Personnel should report incident/accident only to authorized representatives of their Department, Clarke County Government, the insurance company, and any police officers investigating the incident.
3. Get name and address of witness (if applicable or able).
4. Obtain a police report number after the officer has completed his/her investigation of the incident (if applicable or able).
5. If you have a camera, take pictures of the incident/accident scene and any related items around. If damage done to other property please take pictures of those items also.
6. Submit all reports, pictures and data to your department's officer within one working day. To include a brief statement of how the incident took place.
7. Supervisors/officers will submit copies of all reports and data to the Director of Clarke County Fire, EMS and Emergency Management as soon as possible but no later than 2 calendar days after the incident/accident.
 - a. **Supervisors/Officers only** - Additionally supervisors/officers will complete the supervisors investigation report and submit with other documents of the incident/accident.
8. Incident/Accidents reports should be filed for:
 - a. All incidents/accidents involving CCFR members/employees regardless of severity of incident/accident.
 - b. All public/visitor incidents/accidents will be reported when a CCFR member/employee is involved, fatality occurs, medical treatment is required and/or a reasonable possibility of tort claim is expected.