
	<b>Standard Operating Procedures</b>	
	<b>SOP 1</b>	
	<b>Subject: Accident/Injury Evaluation Reporting</b>	
	<b>Approval Date: 05/2019</b>	
	<b>Date Created: 01/2005</b>	
	<b>Next Review: 05/2020</b>	
<b>Approved By: Fire Chief/Fire Marshal Brent Hahn</b>		

### 1.01 Purpose

The purpose to establish a program for reporting of all on-duty accidents, injuries or exposures sustained by Kemah Fire Department (KFD) Personnel while in their performance of official duties.



### 1.02 Policy

All on-duty accidents, injuries or exposures sustained by KFD Personnel while in their performance of official duties must be reported. KFD Personnel should read and follow this procedure to the best of their abilities.

### 1.03 Procedures

All on-duty accidents, injuries or exposures sustained by KFD Personnel in performance of their duties shall be reported immediately to Incident Command or Shift Commander. Incident Command or Shift Commander shall be responsible for conducting preliminary fact-finding process regarding injuries including exposures of KFD Personnel and to ensure the proper reports are filed.

- KFD Incident Command or Shift Commander shall be responsible for fact-finding process and completion of all vehicular accident reports, all injury reports related to vehicular accidents and any injury reports related to emergency scene activities.
- Incident Commanders shall be responsible for all injury reports other than vehicular accidents and emergency scene activities occurring during assigned scene or shift.
- The Fire Chief/Fire Marshal or assigned designee by the Fire Chief/Fire Marshal shall be responsible for the review of vehicular accident and/ or injury reports.
- Contact the Safety Officer or assigned designee on all on-duty accidents, injuries or exposures as soon as possible. The Safety Officer shall report to the Fire Chief/Fire Marshal or assigned designee any irregularities and propose proactive action to prevent or reduce future incidents.

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Those incidents involving serious injury, extensive equipment and/or property damage shall be reviewed extensively by the Fire Chief, Safety Officer or assigned designee. The purpose of review process is to determine why the on-duty accidents, injuries or exposures happened and the actions necessary to eliminate or lessen the severity of future incidences.

When conducting fact-finding process, the assigned KFD Personnel shall:

- Provide a brief description of the accident, injury or exposure.
- Identify the specific act or action that caused the accident, injury or exposure (using axe without gloves, driving too fast for conditions, etc.).
- Inspect equipment, accident site, or other items related to the cause of accident/injury.
- Identify unsafe condition(s) that caused the accident, injury or exposure (vehicle brake failure, water on streets, etc.).
- Identify other contributing factors (time of day, fatigue, etc.).
- Identify procedures that apply.
- Identify new procedures or equipment that could eliminate or reduce the severity of future incidents.
- Specify actions that will be taken to eliminate the occurrence of similar future accidents or injuries.
- Provide a simple diagram of vehicular accidents indicating streets, intersections, direction of travel and vehicle locations.
- Take direct action to eliminate hazards and affect safety attitudes.

### 1.03.01 Safety Review Process

This process is designed to provide the essential communications and feedback to improve the safety behavior of KFD Personnel. The process will strive to improve the Quality Control for Safety of KFD Personnel. The process can use information-gathering, peer review, safety analysis, and policy change with the intent is to reduce accidents, injuries, and exposures.

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The process can establish a review cycle that provides information to improve fire ground practices, safety program applications, standard operating procedures, and training methods.

When an on-duty accident, injury or exposure occurs, the on-scene assigned Fire Officer or Incident Commander will ensure that an initial review is performed to gather pertinent information regarding the mishap. This information along with required documentation for the file and will be forwarded to the Fire Chief/Fire Marshal, Safety Officer or the assigned designee for review. Based on that review, appropriate cases will be sent to the Command Staff for evaluation.

The Safety Review Subcommittee (assigned KFD Personnel, directed by the Safety Officer) will evaluate all available facts and information. Then they will determine appropriate action (if any) whether to meet with the individual(s) or the crew(s) involved in the accident, injury, or exposure prior to further recommendations being made.

The purpose of the meeting is to obtain a better understanding of the event from those involved and what is needed to reduce or prevent the mishap from taking place again. This additional information will be returned to the Safety Review Subcommittee to make a final determination. From that determination will come recommendations to improve SOP's or training methods. These recommendations will also address the requirements to provide additional training for those involved in the incident.

An alternate method for gathering additional information, when a face-to-face meeting is not feasible, is to send a fact-finding packet to those involved in the accident, injury or exposure. This information will be returned to the Safety Review Subcommittee and processed in order to provide recommendations in the manner described above.

The Fire Chief/Fire Marshall will approve all recommendations from the Safety Review Subcommittee.

***END OF SECTION***