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| <b>TITLE</b><br>OPERATIONS MANUAL                                  |  | <b>STANDARD</b><br>INSTRUCTION 02 |                       | <b>DEPARTMENT</b><br>FIRE         |
| <b>SUBJECT</b><br>FIRE SUPPRESSION: DEATH/INJURY<br>FIRE PERSONNEL |  | <b>SECTION</b><br>02              | <b>PAGE</b><br>1 of 4 | <b>EFFECTIVE DATE</b><br>09/29/08 |

## I. DEATH OR INJURY OF FIRE DEPARTMENT EMPLOYEES

### A. Notification of Next of Kin

When a San Diego Fire-Rescue Department employee is seriously injured or killed in the line of duty, the Battalion Chief or Incident Commander shall cause the Fire Chief to be notified as soon as possible through the Fire Communications Center. The Fire Chief, whenever possible or designee (Duty Deputy Chief) will respond to notify the next of kin. If the Fire Chief cannot be notified in a timely manner or is unable to respond after notification, the Duty Deputy Chief will be responsible for notifying the next of kin.

The Fire Communications Center shall also notify the Health and Human Resources Officer, Department Chaplain and critical incident stress counseling provider. (Revised 2/99)

### B. News Disseminating Policy

Employees are prohibited from giving the name of any employee seriously injured or killed at an emergency to all NEWS DISSEMINATING AGENCIES, until the information has been received by the next of kin. In the event that the press has ascertained the victim's name before the notification of the next of kin, they should be urged to withhold such information until the appropriate time.

### C. Special Injury Procedures for Fire-Rescue Department Employees

1. Emergency Care: Anytime a SDFD employee becomes injured and requires ambulance transportation, the patient shall be transported to the most appropriate emergency medical facility.
2. Contagious Disease: Any employee who is exposed to a contagious disease while off duty shall obtain medical advice and have the attending physician notify the Department before reporting for his/her next tour of duty.
3. Toxic Substances - Exposure to: Whenever any employee is exposed to extremely toxic dusts, fumes or vapors; such as, those present in nitric acid spills, chlorine leaks, organic phosphate insecticides, and hydrocarbons, during emergency operations, the employees exposed may require immediate medical attention requiring decontamination and ambulance transportation to the appropriate emergency medical facility.

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The Hazardous Materials Team should be notified to respond. FCC shall also notify the Employee Services Group (Rev. 2/99) and a complete record of the facts shall be entered in the Company Journal and an injury report form shall be filled out and forwarded.

4. Animal Bites: Any employee suffering an animal bite while on duty shall notify his/her commanding officer promptly and obtain medical attention. Be prepared to give, if possible, the name and address of animal's owner; address of where injury occurred; whether animal was chained or confined; and description of the animal. The Fire Communications Center will notify the Employee Services Group of the incidents location and condition of the injured employee.

## II. INDUSTRIAL INJURIES REPORTING PROCEDURES

### A. PURPOSE

This procedure establishes guidelines for the proper response and reporting of industrial accidents of work related serious injury, illness or death.

### B. SCOPE

This procedure applies to all members of the Department.

### C. BACKGROUND

1. Section 6409.2 of the California Labor Code (California Occupational Safety and Health Act of 1973) requires that whenever the Fire Department is called to a job-related accident in which a serious injury, illness, or death occurs, or when the victim is transported, the California Division of Occupational Safety and Health Administration (CAL OSHA) shall be notified by telephone
2. The reporting requirements include victims who are fire or Police personnel, civilians employed by the City of San Diego, and employees of companies
3. Accidents resulting in injury or death, on public or private property, involving work vehicles (or machinery), that are in use as industrial equipment (such as graders, backhoes, and water trucks), are classified as industrial accidents and must be reported

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4. Traffic accidents occurring on dedicated highways, streets, or alleys will be excluded from the reporting procedure when the vehicles involved are not in use as industrial machinery at the time of the accident

D. PROCEDURES

1. The fire officer of the responding fire company responsible for fire incident reporting is also charged with the collection of data to properly notify CAL OSHA of a serious injury or illness.
2. The responding officer or incident commander will collect the details of the incident, including:
  - a. Business name and contact person;
  - b. Business address;
  - c. Business telephone number;
  - d. Location of accident;
  - e. Date and time of accident
  - f. Name address, phone number, and date of birth of injured person;
  - g. Nature of injury;
  - h. Accident description;
  - i. Where the injured person was taken; and,
  - j. Other public agencies at the site
3. The Captain/ IC will be responsible for reporting this information to the California Division of Occupational Health and Safety Administration on their 24-hour telephone number **(619) 767-228**
4. The Captain/IC will use the CAL OSHA Reporting Form to gathering and report the required information. This form can be found inside the forms folder located in the S-Drive. Company Officers should print and maintain the reporting forms on each apparatus for use at these incidents
5. The paramedic responsible for the Prehospital Patient Report (PPR) shall note the incident was job related by checking the “Work Related Injury” box on the info-incident information page and select the “Location Type” in TapChart
6. Industrial accidents that have resulted in a death require special handling. The primary reporting of industrial accident deaths is the responsibility of the police

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department. The Incident Commander shall contact FCC to ensure that the police department responds for the proper notification to CAL OSHA