

## LINE OF DUTY INJURIES

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**Purpose:** *In the event of a member suffering an injury in the line of duty, it is imperative that documentation is made so as to not jeopardize the member's ability to receive worker's compensation benefits. Additionally careful investigation into the cause of an injury may be helpful to preclude future injuries even more serious.*

**Procedure:**

1. Any member suffering an injury during the discharge of his/her duties shall promptly notify an officer, regardless of severity.
2. If the injury is serious enough to warrant emergency transportation, Emergency Medical Services shall be contacted. To avoid anxiety, calling EMS on the phone is preferable to radio contact. If the injury seems severe in nature, the medical radio should be used for direct contact with EMS to reduce response time. If practical, a fire department EMT shall accompany the injured member.
3. If the injury is minor, the officer shall arrange for the injured member to be transported to the medical facility of the member's choice.
4. When an injury occurs, and the member declines medical treatment when offered, the member may assume all liabilities and financial responsibilities if the injury becomes serious as time progresses.
5. A member shall be asked if he wishes his family to be notified of the injury. If the member wants his family informed, if at all practical, the member shall make the call. If not, the Incident Commander, or other appropriate department officer shall do so.
6. If the member has children at home who cannot care for themselves, the fire department should make every effort to provide child care while the spouse is with the injured member at the hospital. (Such as a fellow member, or their spouses, auxiliary members)
7. When the spouse is notified of an injury to the member, the spouse shall be asked if transportation to the hospital is desired. If the spouse wishes transportation, then the person making the notification shall arrange for such transportation.
8. As often as practical, attempts shall be made to check on the condition of the injured member. If the injured member approves the release of his or her condition, the other members of the department shall be advised accordingly.
9. As soon as practical following release from the medical facility, the injured member shall contact the fire department secretary to completed necessary worker's compensation forms.

*Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.*

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10. The duty officer, fire chief, department safety officer and fire marshal shall be notified of the injury at the earliest practical opportunity. The district fire marshal shall begin the NFIRS firefighter casualty paperwork as soon as possible regardless of injury severity.
11. Any injury, no matter how small, or insignificant it seems, needs to be reported to the duty officer promptly for documentation purposes.
12. The appropriate worker's compensation insurance carrier is to be notified in accordance with their requirements for notification. This is to avoid benefits being placed in jeopardy. Volunteer members and career employees have different worker's compensation insurance carriers.
13. The fire department safety officer shall maintain adequate blank paperwork in a binder located at each station for reporting/documenting injuries that include line of duty injuries and accidents.