

## **Egg Harbor Fire Department and First Responders Standard Operating Guidelines**

**SUBJECT:** ACCIDENT / INJURY REPORTING

**SOG 014**

**PURPOSE:** This SOG provides the guidelines to report injuries obtained while performing functions as part of the Egg Harbor Fire Department.

**SCOPE:** This policy shall apply to all members of the Egg Harbor Fire Department.

### **GUIDELINES:**

1. Any member injured in conjunction with any operation of the Egg Harbor Fire Department shall report such injury to the Incident Commander immediately.
2. All injuries shall be checked by the rescue /rehab officer and appropriate mitigation actions taken.
3. Reported injuries shall be reported to the Egg Harbor Town Clerk within 24 hours of the incident. Appropriate paperwork shall be filled out within 72 hours of the incident.
4. The Fire Chief shall coordinate all activities resulting from the injury and shall maintain adequate files regarding such.