

PEMBERTON TOWNSHIP FIRE DEPARTMENT GENERAL ORDER
Number: 10-001
Cross Reference: N/A
Subject: Fire Department Injury Policy
Effective Date: Immediately
By Order of: Pemberton Township Fire Chief

The duties of emergency response personnel (firefighters, fire police and Fire Department support staff) are inherently dangerous. All Fire Department personnel must take an active role in personal safety and injury prevention. All personnel must be aware of their environment and situations at all times.

All Fire Department officers will have the responsibility to assess and eliminate the potential for personal injury when on and off the emergency scene.

All Fire Department personnel will have the responsibility to promptly report any injuries that they receive and/or become aware of to their immediate supervisor.

In the event of emergency response personnel injury the following guidelines shall be followed.

1. *The immediate supervisor (Battalion Chief, Captain or Lieutenant) will promptly notify the Chief of Department or designee of the injury and the personnel involved.*
2. *Emergency response personnel who are seriously injured in the course of Fire Department duties must report to the hospital for immediate evaluation and treatment. In the case of minor injuries that do not require immediate emergency treatment and which occur during regular business hours, the emergency response personnel should report to Virtua at Work for examination. Do not delay medical treatment or transport; ensure that BLS, ALS and Air Medical have been dispatched as needed.*
3. *A Chief Officer should be assigned to accompany the personnel to the receiving hospital or Virtua at Work.*
4. *Ensure that the injured personnel's emergency contacts are made. (This should be done at the Chief Officer level). In cases of serious injury the Chief of Department shall be contacted immediately. The Chief of Department shall then immediately notify the Fire Department Director.*
5. *Start the documentation process As Soon As Possible to include:*
 - a. *Injured personnel demographics, notifications and emergency contacts made.*
 - b. *Collect as much information about the injury as possible (who, what, when, where, how) and any additional pertinent info necessary.*
 - c. *Start all personnel injury forms and reports required*
6. *The Department Safety Officer will have the responsibility for all of the following :*

- a. *Ensure all Injury forms and reports are collected and completed properly.*
- b. *Ensure all forms and reports are delivered to the Fire Department Director within 24 hours or next business day. This requirement will be satisfied by notifying the front office staff (either Lorraine Abbott or Joyce Tinnes).*
- c. *Ensure a thorough investigation of all injuries has been completed and reviewed by the Chief of Department.*
- d. Ensure that a follow-up on personnel is done within 24 hours and further instruction are given should additional medical care be needed.