

Rogers Fire Department Standard Operating Procedures



Policy Title:	On Duty Injuries		
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PURPOSE

To provide a systematic process for the reporting and proper documentation of injuries/illness sustained while on duty.

POLICY

Acute On-Duty Injury

Members who are injured while on duty shall immediately notify their supervisor and complete the appropriate Worker's Compensation forms from the Arkansas Municipal League. The completion of these forms is required by the end of the shift. Upon completion of these forms, they shall be reviewed by the Fire Chief and delivered to the City of Rogers Human Resources Department. The completion of these forms is important, but shall not impede the delivery of emergency medical care to RFD employees.

Members of the Rogers Fire Department who are injured on duty may seek medical attention from Mercy Hospital if the injury is an emergency. Non-emergency injuries, such as strains and other pains, should be directed to Arkansas Occupational Health Clinic located at 4001 Wagon Wheel Road in Springdale, AR. The Administrative Assistant to Administration and Field Operations is the point of contact for scheduling with the AOHC.

If a review of the injury requires the member to be off-duty for a period of time, then the restrictions shall be limited to that specified by the evaluating physician. Employees placed on injury leave will be paid their normal salary and direct any worker's compensation to the City of Rogers. Any certificate of injury must state that the employee is to:

- a) Remain on or off work
- b) Provide a date to return to work, or scheduled reevaluation

- c) Any specific restrictions
- d) Expected duration of time off work

Any time a member refrains from work attendance without a medical certificate, their time off shall be charged to their accrued leave benefits.

In order to ensure accurate reporting of line-of-duty firefighter injuries to the National Fire Incident Reporting System (NFIRS), every line-of-duty injury must be reported on an incident report through the Firehouse Records Management System.

If the injury occurs as a result of an emergency incident to which the member responded the injury should be reported on the Firehouse report for that incident.

If the injury occurs as a result of a training evolution, station duty, or other non-emergency incident activity an incident number will need to be created by RCD. Upon notification of the injury the Citywide Tour Commander should contact RCD by telephone and request that an incident number be created for a Worker's Compensation injury. RCD will need the address where the injury occurred and the apparatus number to which the member was assigned. RCD will then create an incident for a Priority 2 Medical Emergency and immediately clear the call and return the assigned apparatus to the appropriate status. If the apparatus needs to remain out-of-service due to the injury RCD should be advised to show the apparatus out-of-service after clearing the call.

Procedure for reporting line-of-duty injuries within Firehouse:

1. Complete the report as you would any other incident report
2. Record the firefighter injury in the "Fire Service Casualties" section on the *Response* page
3. Complete the "Fire Service Casualty Module" on the *Additional Reports* page
4. Complete a "Form 6 – Release of Responsibility" if the member did not require transport to the hospital

Company Officer Responsibilities:

- 1) Evaluate the injury and seek appropriate medical care to the injured party
- 2) Ensure that the appropriate Worker's Compensation paperwork is completed and proper NFIRS reporting using the Firehouse Records Management System occurs
- 3) Notify the Citywide Tour Commander of the injury

Citywide Tour Commander Responsibilities:

- 1) Ensure that medical care is rendered to the injured member
- 2) Quality check the Worker's Compensation paperwork and submit it to Fire Department Headquarters by the end of shift.
- 3) Immediately notify the Fire Chief

- 4) Facilitate the completion of the necessary NFIRS computer records on the Firehouse Records Management Software
- 5) Make appropriate changes to the shift leave calendar to prevent an unnecessary use of overtime due to the injury

Acute On-Duty Illness/Medical Event

Members experiencing an acute illness or medical event while on-duty must take the following actions:

1. Member should notify his/her immediate supervisor of the illness/medical event.
2. Immediate supervisor will notify the Citywide Tour Commander that the member's unit is out of service and provide details of the event.
3. The member experiencing the event will undergo a Paramedic level patient assessment in accordance with the NWA Regional Protocols.
4. If warranted the member will be transported to an appropriate facility based on the needs identified.
5. If identified as a severe event, notification should be made to the Fire Chief and Deputy Chief – FOD. These notifications should not delay care.
6. In the event the member wishes to refuse treatment and transport proper documentation should be acquired.
7. All encounters should be documented in the records management system as an NFIRS 321 – EMS Call, excluding vehicle accident with injury and a patient care report shall be completed if warranted.
8. If after initial treatment the illness/medical event is deemed duty related the member must complete the Worker's Compensation forms for submittal to human resources.
9. Prior to returning to duty a member seeking medical treatment must provide documentation stating that they have been cleared for duty by a physician.

If a member is transported for further treatment or evaluation the member should be placed on administrative leave with pay until such time the illness is determined to be non-duty related at which time the employee would be charged their accrued sick time. If deemed duty related the member would proceed with the worker's compensation paperwork and compensation would follow worker's compensation guidelines.

When possible the Citywide Tour Commander should accompany the member at the receiving facility until relieved by the Fire Chief, his designee or a member of the employee's family.

Employees leaving duty from suspected communicable illness will result in the remaining crew conducting a thorough cleaning and disinfecting of the common living areas and the ill member's sleeping quarters to minimize the spread of illness to the remaining crew members.