



# CHARLOTTESVILLE - ALBEMARLE RESCUE SQUAD



## STANDARD OPERATING GUIDELINE

<b>TOPIC: Special Incident Reports</b>	<b>S.O.G. # 2.3</b>
Approved by: Lair D. Haugh, Chief	Revised: 3/18/2003 Approved:

### I. PURPOSE

- a. Set parameters of when Special Incident Reports should be filed.
- b. Insure that copies of completed Special Incident Reports are filed with the appropriate officers.

### II. GUIDELINES

- a. Special Incident Reports should be filed for the following reasons:
  - i. MCI.
    1. Anytime an incident occurs when five or more patients are transported a Special Incident Report shall be completed.
      - a. These incidents constitute an MCI, Multi Casualty Incident.
    2. Documentation of the event should be compiled on the Special Incident Report including:
      - a. Number of total patients,
      - b. Number of patients transported,
      - c. Injury categories of all patients,
      - d. Time that incident began,
      - e. Time patients were freed, if entrapment existed,
      - f. Time transportation of patients began,
      - g. Time incident concluded,
      - h. List of all CARS apparatus on scene,
      - i. Names of all CARS personnel on the scene,
      - j. Names of all other Emergency Departments represented at the scene.
  - ii. Rescue.
    1. Any Technical Rescue, Water Rescue or Rescue situation that lasts for greater than one hour shall be documented using a Special Incident Report.
    2. Documentation of the event should be compiled on the Special Incident Report including:
      - a. Number of total patients,
      - b. Number of patients transported,
      - c. Injury categories of all patients,
      - d. Time that incident began,
      - e. Time patients were freed, if entrapment existed,
      - f. Time transportation of patients began,
      - g. Time incident concluded,
      - h. List of all CARS apparatus on scene,
      - i. Names of all CARS personnel on the scene,
      - j. Names of all other Emergency Departments represented at the scene.
  - iii. Personnel Matter

1. Anytime that there is a conflict between CARS personnel that can not be mitigated by the Crew Captain, a Special Incident report shall be filed.
- iv. Injury
  1. Anytime a CARS member sustains a reportable injury, whether or not they are taken to a medical care facility a Special Incident Report shall be completed,
  2. In addition, a "First Notification of Claim" form shall be filed.
- v. Infectious Disease Exposure
  1. Anytime CARS personnel have been placed in a position where they could have been exposed to an infectious disease, a Special Incident Report shall be filed.
- vi. Scene Conflict
  1. Anytime that there is a scene conflict between CARS personnel and a patient, a member of the public or any person connected with another Emergency Services Department a Special Incident Report shall be filed.
- vii. Accident involving a CARS vehicle
  1. Anytime a CARS vehicle is involved in an accident which occurred while the vehicle was being operated in reverse, any damage occurred to the vehicle, any property, either fixed or mobile was damaged, a Special Incident Report must be filed.
- viii. Mutual Aid
  1. Any problem, including notification issues or a question of the necessity for the request and or subsequent response should be documented on a Special Incident Report.
- ix. Dispatch
  1. Any conflict or problem concerning the dispatch of an emergency call or interaction with a Communications Dispatcher shall be documented on a Special Incident Report.
- x. Other
  1. Any incident that a member feels needs to be documented shall be done so on a Special Incident Report.

### III. NOTIFICATION

- a. Special Incident Reports shall be completed during the same shift in which the event occurred.
- b. Special Incident Reports and any accompanying documentation shall be submitted to the on-duty Duty Officer during the same shift in which the event occurred.
- c. The Duty Officer shall insure that copies of the Special Incident Report are forwarded to the appropriate committees and officers.
- d. Reports concerning MCIs shall be forwarded to the Chief and manager of the MCI response unit.
- e. Reports concerning Rescues shall be forwarded to the Deputy Chief of Special Operations and the appropriate Special Operations Captain.
- f. Reports concerning Injury of a CARS member shall be forwarded to the Assistant Chief of Support and the Secretary of the Corporation.
- g. Reports concerning Scene Conflicts shall be forwarded to the Assistant Chief of Operations and the Deputy Chief of either Day or Night Operations.
- h. Reports concerning Potential Infectious Disease Exposures shall be forwarded to the Assistant Chief of Support, The Infectious Disease Officer, and the Secretary of the Corporation.

- i. Reports concerning Accidents involving CARS apparatus shall be forwarded to the Chair of the Safety Committee, the Assistant Chief of Support and the Fleet Operations Officer if damage occurred to CARS apparatus.
- j. Reports concerning issues with Mutual Aid responses shall be forwarded to the Assistant Chief of Operations.
- k. Reports concerning issues with the dispatch of calls or interaction with the Emergency Communication's Center shall be forwarded to the Chief and the Assistant Chief of Support.
- l. Reports concerning incidents not specified above shall be forwarded to the appropriate officer or committee as determined by the receiving Duty Officer.
- m. A copy of the Special Incident Report shall be placed in the Shift paper work file.
- n. Original, completed Special Incident Reports shall be maintained for 5 years in a file, managed by the Assistant Chief of Support, or the Chief's designee.