

# DAYVILLE FIRE CO.

## POLICY NOTICE

Date Issued: 10-01-02

POLICY NUMBER: 2

SUBJECT: Reporting of Accidents

This notice is written to set the standard for members to report all accidents.

This notice applies to all members of the Dayville Fire Co.

- All accidents will be reported at once to the senior person on the scene. That person will notify a Chief Officer if necessary.
- The State Police will be called to all accidents that involve any property that does not belong to the Fire District.
- On all accidents involving apparatus, upon returning to the station the person involved in the accident will document the incident with a written statement if possible. If not possible the person will submit a written statement as soon as they can.
- On bodily injuries accidents upon returning to the station, the senior person notified will document the incident with a written statement. The statement will include at a minimum the following information.
  - \* Name of person injured.
  - \* Date, time, and location of accident.
  - \* Detail description of accident.
  - \* Name of any witnesses.
- A Chief Officer will notify the applicable insurance company within 24 hours.
- Any member of the Dayville Fire Co. who is on any medical leave will not be allowed to participate in any calls or drills in any manner. Before a member can participate that member must submit a "Return to Work" note signed by their physician to a Chief Officer.
- The Accident Committee, consisting of all Company Officers, will meet as soon as possible on all accidents. The Committee will make a recommendation to the Chief on what action, if any, should be taken.

This Policy Notice was last reviewed and/or updated on June 17, 2008.