



DISTRICT OFFICE
609-582-8668
FAX LINE
609-589-0239

**WASHINGTON TOWNSHIP FIRE DISTRICT
TOWNSHIP OF WASHINGTON, GLOUCESTER COUNTY
NEW JERSEY**

Board of Fire Commissioners
P.O. Box 653
Turnersville, NJ 08012-0653

**FIRE DEPARTMENT POLICY # 7 - 97
regarding**

Fire Companies:
Grenloch
Hurffville
Whitman Square

THE REPORTING OF ACCIDENTS, INJURIES, AND THEFT

It is the policy of the Washington Township Board of Fire Commissioners to require prompt reporting of accidents, injuries, and theft for complete record keeping and to ensure compliance with all applicable requirements for insurance coverage. The guidelines enumerated below are established to ensure compliance with this policy. For the purposes of this policy, following interpretations apply: the term "Fire District property" includes all vehicles, equipment, structures, and other items owned, operated, or insured by the Washington Township Fire District; the term "firefighter" means any member of a Washington Township fire company of any category, including active firefighters, junior firefighters, life members, associate members, etc.; the term "civilian" means any person not directly associated with the Washington Township Fire District or a mutual aid fire company.

1. Any accident or theft involving Fire District property shall be reported in writing to the Fire District Business Administrator within forty-eight (48) hours of the occurrence of the accident or discovery of theft. A written report shall be required regardless of the nature, location, or extent of the accident or theft. The report shall include pertinent details concerning the accident or theft, including a brief description of damages or missing items and any injuries incurred. The Chief of the company involved shall be responsible for ensuring that the proper report is submitted within the allotted time.
2. A police report shall be requested by the ranking line officer present for any accident involving Fire District vehicle(s) and/or property which also involves vehicle(s) and/or property owned by others. If a camera is not available on the scene, a Washington Township Fire Investigator shall be dispatched to the scene for photographs. A police report shall also be requested for any incident involving theft of Fire District property.
3. The Chief Officer or his authorized representative of the Company shall provide a verbal report to the Business Administrator within 24 hours of the occurrence of an accident or discovery of theft.
4. Any injury falling under any of the categories described below shall be reported in writing to the Fire District Business Administrator within forty-eight (48) hours of the occurrence. The report shall include pertinent details of the injury, including the nature of the injury and a brief description of the circumstances which led to the injury. For the purposes of this policy, an injury is defined as one which requires any medical attention, including that administered by


an ambulance squad or paramedic unit. The Chief of the company involved shall be responsible for ensuring that the proper report is submitted within the allotted time.


- a. A firefighter injured on or while responding to any emergency scene, training location, or fire prevention event location.
 - b. A firefighter injured on any Fire District or fire company property.
 - c. A firefighter injured while participating in any Fire District sanctioned activity, such as work details, public service function, fund raising event, fire company special events, etc..
 - d. Firefighting personnel from a mutual aid fire company, injured while rendering assistance to a Washington Township fire company during an emergency assignment, training session or other Fire District sanctioned activity as outlined under Paragraph C above.
 - e. A civilian injured while rendering assistance to the Fire Department at an emergency scene. The name and address of such civilians should be obtained whenever possible.
 - f. A civilian injured while participating in or observing any Fire District sanctioned activity, such as fire prevention demonstrations, public education training sessions, etc..
 - g. A civilian injured on any Fire District or fire company property.
5. The Chief or his authorized representative of the company shall provide a verbal report of any of the above-described injuries to the Business Administrator within 24 hours of the occurrence of such injuries.

This policy was adopted at a regularly scheduled meeting of the Board of Fire Commissioners on April 3, 1997.

BY:

Attest:


Edwin L. Etschman, Chairman


John F. Ryder, Secretary

Distribution:

Adoption Record:

Commissioners
Grenloch Fire Company
Whitman Square Fire Company
Hurffville Fire Company
Washington Township Firemen's Association

Original: August 3, 1977
Revised: April 3, 1997