


<b>Title: 2.1 Accident or Injuries Involving Members or Property</b>	
 <b>OAK POINT</b>	<b>City of Oak Point          Department of Public Safety          Fire Department</b>
<b>TITLE: Accident/Injuries Involving Members or Property</b>	<b>SECTION/TOPIC: General Administration</b>
<b>NUMBER: 2.1</b>	<b>ISSUE DATE: 01.21.2015</b>
	<b>REVISED BY:</b>
<i>Michael Shackelford</i> Director DPS	X <hr/> Approver

### 1.0 Scope

This guideline applies to all members of the Oak Point Department of Public Safety (OPDPS).

### 2.0 Purpose

The goal of this guideline is to ensure rapid and proper treatment to an injured person, and to initiate appropriate documentation to minimize future reoccurrence of the causative factors.

### 3.0 Policy

In the event of injury to an OPDPS member or member of the general public, either in response to an emergency, training, or on OPDPS property, the following steps are to be taken:

1. Assist the injured in any required manner, and notify appropriate emergency services, (ambulance, etc.). OPDPS Police will be notified for purposes of documentation.
2. Immediately or as soon as practical notify the Director or supervisor on duty. If the supervisor on duty is notified it is his responsibility to notify the Director.

3. If city owned property is involved, take all necessary precautions to reduce further damage.
4. Make NO statement or otherwise discuss the responsibility or liability of the city with anyone.
5. If asked, advise members of the public to contact the City Manager regarding any claims against the City. Make no statements regarding the incident or condition of the injured.
6. Complete a written statement regarding the details of the incident and forward it immediately to the Director.
7. If possible OPDPS fire personnel will secure the scene until OPDPS Police Officers gather all the facts about the incident (i.e. photographs, witness statements, physical evidence, etc.)
8. The Director will ensure the completion of all paperwork and make notification to the City Manager of the incident within 24 hours if the accident involved injuries or was a major incident or 48 hours if it is minor in nature.