

## Claims

- This would be when you are at your assignment
- You're at you assignment and you do some damage to a driveway
- Document on you ICS 214
- Notify your division group supervisor
- Follow up with an ICS 213 to the Comp/claims unit
- If confronted by the home owner, renter or person don't promise anything
- Take their information and pass it to the comp/claims unit on an ICS 213

## Burn injuries

All burn need to be reported no matter how small they are on CAL FIRE incident

- Notify Division Group Supervisor of Employee injury
- Notify affected department duty chief of the situation

**You want to beat the cell phone to the affected agency**

- Contact Cal EMA of your situation
- Contact safety
- Contact the incident of your situation revise ETA is affected if you are traveling to the incident
- Fill out the agency specific paper work

If you don't have agency specific documents or forms use another agency forms as a template

If you don't have the specific agency's paper work have it faxed over to the facility that you are having the injured fire fighter treated.

- Provide effected agency as soon as possible as there are timelines that the information has to be to comp to the insurance provider

## Employee injury\*

- Activate 911 if traveling to the incident
- Notify affected department duty chief of the situation

**You want to beat the cell phone to the affected agency**

- Contact Cal EMA of your situation
- Contact Safety
- Contact the incident of your situation revise ETA is affected if you are traveling to the incident
- Fill out the agency specific paper work

**If you don't have agency specific documents or forms use another agency forms as a template**

**If you don't have the specific agency's paper work have it faxed over to the facility that you are having the injured fire fighter treated**

- Provide agency as soon as possible as there are timelines that the information has to be to comp to the insurance provider

\*supervisor fills out the paper work

## Incident related equipment damage to vehicle or equipment

- Notify the division group supervisor
- Document on your ICS 214
- Narrative on the ICS 213
- Notify \*comp/claims in the finance section

\*They will take pictures, get the facts and document the damage for the incident

- Notify CAL EMA
- Notify Safety they will investigate the accident
- If there is equipment damage replaces the item at the incident base and/or get an S-number to replace or repair when you get home

## Incident Base Accident

- Use the procedure in the incident action plan
- If you don't have a copy of the IAP contact Communications
- Provide notification to the effected agency
- Document on you ICS 214
- Document your narrative on the ICS 213
- Take photos
  - Notify CAL EMA (Agency Rep)
  - Notify Safety
- Complete agency specific accident forms completed

## **Only following info should be released to other parties:**

- The name, address, and driver's license number of the operator involved.
- The name and address of any employee present. Fire department HQ
- The registration number and description of any vehicle involved.
- The date, time, and location of the accident.
- Get the contact information of the law enforcement agency investigating the incident

## Vehicle Accidents Traveling to the incident

- Active 911/*TRCA*
- Notify affected department duty chief of the situation

### **You want to beat the cell phone to the affected agency**

- Contact Cal EMA of your situation (Agency Rep) *916-845-8911*
- Contact the incident of your situation revise ETA is affected information
- Fill out the agency specific paper work

If you don't have agency specific documents or forms use another agency forms as a template

- Exchange information with the effected driver
- Provide information to specific agency as soon as possible, there may be timelines to get the information to the insurance provider
- Document and take pictures