Claims

☐ This would be when you are at your assignment

☐ You’re at your 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

☐ 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)

☐ 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