


Campbell County Fire Department Standard Operating Procedure		
General/Administration	Notification of Ill or Injured Personnel	 <i>106.01</i>

I. PURPOSE:

The purpose of this procedure is to ensure proper notifications when members of the Fire Department or their family members sustain serious illnesses or injuries.

II. SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

III. PROCEDURE:

1. When personnel suffer serious illnesses or injuries, the Duty Chief or Shift Captain shall:
 - 1.1. Complete a Notification of Injury/Illness Form and forward it immediately to the Fire Chief and Comptroller.
 - 1.2. Fire Department Operations personnel must immediately notify the Fire Chief of a serious injury or illness sustained by themselves or member(s) of their families.
 - 1.3. Fire Department Administrative personnel must immediately notify the Comptroller of a serious injury or illness sustained by themselves or member(s) of their families.

2. The Fire Chief and/or the Comptroller will make the necessary notifications as deemed appropriate.

Initial Approval: 1/2010 Revision Date: 8/24/11	Page 1 of 1	Don Huber, Fire Chief ORIGINAL SIGNED
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