	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Documents & Documentation: Accident/Injury Reporting</i>	SOG #102-009
	Approved: Chief Christopher J. Reynolds	Initiated: July 2021 Revised: September 2023

Description: The safety and health of LPEMS members is of the utmost importance. Recording and capturing data that can prevent or better understand incidents to help the organization improve is vital to the accomplishment of the mission and values of LPEMS.

Purpose: The purpose of this SOG is to establish procedures for minimum reporting standards with regards to accidents, collisions, incidents, injuries and near misses.

Definitions: The following definitions shall be used for the purpose of this SOG.

- **Accident-** An accident is defined by OSHA as an undesired event that results in personal injury or property damage.
- **Collision (Traffic)-** A traffic collision, also known as a motor vehicle collision (MVC), occurs when a vehicle collides or impacts with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree, sign, or utility pole. Traffic collisions may result in injury, death and/or property damage.
- **Incident-** An incident is an occurrence of an unusual event, apparently of minor significance. An incident in the context of health, safety and environment is the occurrence of any unintended event that disturbs normal operations. OSHA defines an incident as an unplanned, undesired event that adversely affects the completion of a task.
- **Injury-** Damage, loss, or harm to or suffered by a person or domestic animal.
- **Loss-** Damage or destruction of property or an asset.
- **Near Miss-** OSHA defines a near miss as an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.
- **Serious Event-** A serious event is an unanticipated event in the workplace resulting in death or serious physical or psychological injury to a member or patient, not related to the natural course of duty or the patient's illness.

Procedure:

1. All accidents, incidents, injuries, near misses, occupational exposures and serious events require reporting.
2. Reporting and any associated forms shall be completed prior to the end of the member's shift.
3. Accidents, incidents, and serious events that result in injury, death, and/or property damage require immediate reporting.
4. Traffic collisions, regardless of injury, require immediate reporting and notification via phone call to the Chief or designee.
 - a. Collisions will require LPEMS Vehicle Collision Form, Incident Report, and PA DOH Emergency Vehicle Collision Report submission at a minimum.

- b. Common road hazard incidents such as nails and chipped windshields require prompt reporting but are exempt from immediate notification.
- 5. Reporting shall be done in electronic format.
 - a. Incident Reporting via LPEMS Website
 - b. Accident Report via Fillable Document.
- 6. Texting is not an appropriate form of reporting and will not be accepted.
- 7. When completing an Incident Report Form, each member on the unit shall be responsible for submitting their own Incident Report.
 - a. Only one LPEMS Accident and DOH Accident Form needed per incident.
- 8. Reporting should never take precedence over the delivery of immediate medical care or life safety operations.

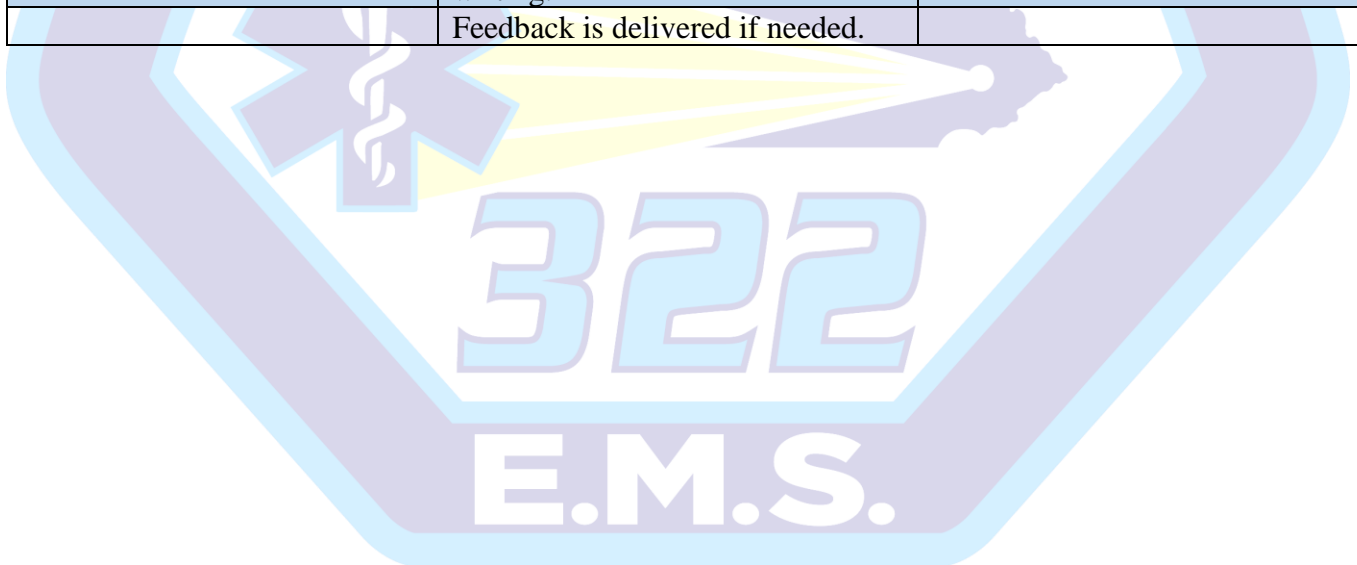
LPEMS Notification Matrix

1. Work Related Incident Reporting

Reporting Member	Officer in Charge	Administration
Member notifies OIC of incident via E-mail, Phone Call, or Face-to-face.	OIC notified of incident by member or is made aware of an incident and advises members to complete Incident Report Form.	Administration will review all submitted Incident Report Forms.
Each Member Completes and Incident Report Form on LPEMS Website.	The OIC will use obtained information and perform a brief initial assessment.	Patient care matters will involve the Clinical Care Coordinator being read in on incident.
	After the initial assessment, the OIC will take any immediate actions, corrective actions or remediations needed.	If no further action is needed all forms and documentation will be filed and feedback delivered if needed.
	If action requires additional levels of review, the OIC will forward an overview and recommendation to the Administration for their review.	
	Feedback is delivered if needed.	

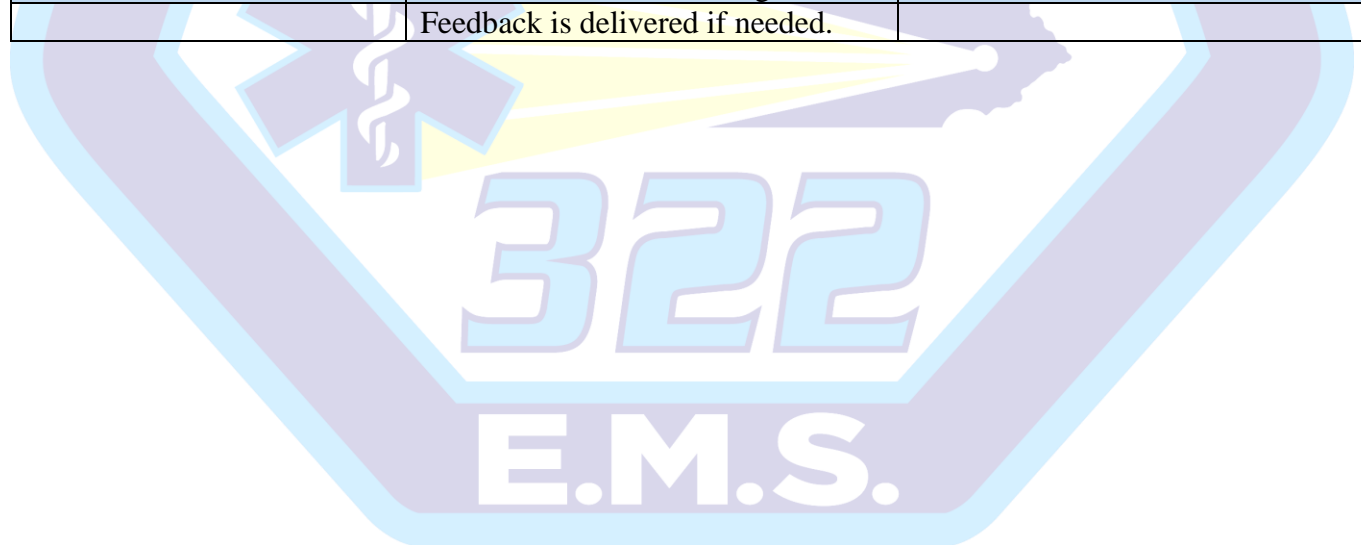
2. Incident or Accident with Damage or Loss Reporting

Reporting Member	Officer in Charge	Administration
Member notifies OIC of incident via Phone Call.	OIC notified of incident by member or is made aware of an incident and advises members to complete Incident Report Form.	Administration will review all submitted Incident Report Forms.
Each Member Completes and Incident Report Form on LPEMS Website.	The OIC will use obtained information and perform a brief initial assessment.	Administration will review OIC submission and recommendations and formulate a plan of action with persons or parties as needed.
	After the initial assessment, the OIC will take any immediate actions, corrective actions or remediations needed.	All incidents resulting in damage and/or loss exceeding \$250 will receive a Safety Committee review.
	The OIC will take photos if necessary and document observations from the incident.	If no further action is needed all forms and documentation will be filed and feedback delivered if needed.
	Photos and documented observations as well as recommendations will be forwarded to administration in writing.	
	Feedback is delivered if needed.	



3. Incident or Accident with Injury Reporting

Reporting Member	Officer in Charge	Administration
Member notifies OIC of incident via Phone Call, or Face-to-face.	OIC notified of incident by member or is made aware of an incident and advises members to complete Incident Report Form. <i>This process may be completed during or after medical care has been delivered.</i>	Administration will review all submitted Incident Report Forms.
Each Member Completes and Incident Report Form on LPEMS Website. <i>This process may be completed during or after medical care has been delivered.</i>	The OIC will use obtained information and perform a brief initial assessment.	Administration will review OIC submission and recommendations and formulate a plan of action with persons or parties as needed.
	After the initial assessment, the OIC will take any immediate actions, corrective actions or remediations needed.	All incidents resulting in injury will receive a Safety Committee review and investigation.
	The OIC will take photos if necessary and document observations from the incident.	Results of the investigation will be discussed with involved parties and corrective action/s taken as needed.
	Photos and documented observations as well as recommendations will be forwarded to administration in writing.	If no further action is needed all forms and documentation will be filed and feedback delivered if needed.
	Feedback is delivered if needed.	



4. Traffic Collision with Damage or Loss and No Injuries Reporting

Reporting Member	Chief or Designee	Administration
Member notifies MCEDS of location and nature of collision. Police report is required.	Chief notified of incident by member and advises members to complete Incident Report Form.	Administration will review all submitted Report Forms.
Member notifies Chief or Designee (if unavailable) of incident via Phone call.	The Chief will use obtained information and perform a brief initial assessment/investigation.	Administration will review Chief submission and recommendations and formulate a plan of action with persons or parties as needed.
Each Member Completes and Incident Report Form on LPEMS Website.	After the initial assessment/investigation, the OIC will take any immediate actions, corrective actions or remediations needed.	Insurance information obtained from collected and submitted data will be submitted to insurance company(s) as required.
Driver/Operator completes LPEMS Vehicle Collision form before end of shift.	The Chief or Designee will take photos, download Drive Camera Video, document observations from the incident, collect police report and LPEMS Accident Report form crew.	All incidents resulting in damage and/or loss exceeding \$250 will receive a Safety Committee review.
	Photos, all documents, and documented observations as well as recommendations will be forwarded to administration in writing via LPEMS Email and Shared Drive.	Results of the investigation will be discussed with involved parties and corrective action/s taken as needed.
	Chief or Designee completes DOH Accident Report and forwards to Montgomery County EMS office within 24 hours.	If no further action is needed all forms and documentation will be filed and feedback delivered if needed.
	Feedback is delivered if needed.	



5. Traffic Collision with Damage or Loss and Injuries Reporting

Reporting Member	Chief or Designee	Administration
Member notifies MCEDS of location and nature of collision. Police report is required.	Chief notified of incident by member and advises members to complete Incident Report Form. <i>This process may be completed during or after medical care has been delivered.</i>	Administration will review all submitted Report Forms.
Members seek and/or provide medical care if needed.	The Chief will use obtained information and perform a brief initial assessment/investigation.	Administration will review Chief submission and recommendations and formulate a plan of action with persons or parties as needed.
Member notifies Chief or Designee (if unavailable) of incident via Phone call. <i>This process may be completed during or after medical care has been delivered.</i>	After the initial assessment/investigation, the OIC will take any immediate actions, corrective actions or remediations needed.	Insurance information obtained from collected and submitted data will be submitted to insurance company(s) as required.
Each Member Completes and Incident Report Form on LPEMS Website.	The Chief or Designee will take photos, download Drive Camera Video, document observations from the incident, collect police report and LPEMS Accident Report form crew.	All incidents resulting in damage and/or loss exceeding \$250 will receive a Safety Committee review. All incidents resulting in extensive damage or injuries will require operators to submit to Rapid Drug and Alcohol testing. Refusal to submit will cause immediate suspension with the intent to terminate pending outcome of investigation.
Driver/Operator completes LPEMS Vehicle Collision form before end of shift.	Photos, all documents, and documented observations as well as recommendations will be forwarded to administration in writing via LPEMS Email and Shared Drive.	Results of the investigation will be discussed with involved parties and corrective action/s taken as needed.
	Chief or Designee completes DOH Accident Report and forwards to Montgomery County EMS office within 24 hours.	If no further action is needed all forms and documentation will be filed and feedback delivered if needed.
	Feedback is delivered if needed.	

6. Near Miss Reporting

Reporting Member	Officer in Charge	Administration
Member notifies OIC of incident via Phone Call, E-mail, or Face-to-face.	OIC notified of incident by member or is made aware of an incident and advises members to complete Incident Report Form.	The administration will review all submitted Incident Report Forms and formulate a plan of action with persons or parties if needed.
Each Member Completes and Incident Report Form on LPEMS Website.	The OIC will use obtained information and perform a brief initial assessment.	Patient care matters will involve the Clinical Care Coordinator being read in on incident. Safety and risk-related incidents will be reviewed by the Safety Committee.
	After the initial assessment, the OIC will take any immediate actions, corrective actions or remediations needed.	If no further action is needed all forms and documentation will be filed and feedback delivered if needed.
	If action requires additional levels of review, the OIC will forward an overview and recommendation to the Administration for their review.	
	Feedback is delivered if needed.	

7. Occupational Exposure Reporting

Occupational exposure events should be reported and handled in accordance with section with the LPEMS Infection Control Plan SOG Series 301. Confidential reporting is submitted through the LPEMS Designated Infection Control Officer (DICO) via the potential Exposure Report Form located on LPEMS Website.

8. Serious Event Reporting

Serious events shall be immediately reported to the LPEMS OIC via Phone or Face to Face. Depending on circumstances, it is the responsibility of the OIC to mitigate the immediate risk and ensure life safety and mission critical tasks and measures are stabilized. Depending upon the circumstances, it is the responsibility of the Administration to respond appropriately, make additional notifications as needed and provide resources adequate to mitigate and remediate the event.