

SUBJECT: CITIZEN ACCIDENTS ON CITY PROPERTY**SECTION:** 102.02**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To provide Fire Department members with guidelines concerning accidents and injuries of individuals not employed by the City, which occur on City property.

POLICY

- A. Those who are injured in accidents which occur on City property and are not employed by the City of Reading shall receive immediate medical attention.
- B. The Reading Police Department shall be notified in those cases requiring any action by law enforcement or requested otherwise by individual(s) involved.
- C. The Fire Chief shall be promptly notified of any such accidents occurring on Fire Department property.
- D. No Fire Department employee shall sign or make any statement admitting City liability.
- E. The incident and permissible reports shall be promptly referred to the Safety Service Director.

PROCEDURE

- A. Administer emergency medical care as is necessary and available.
- B. Call for medical assistance as needed.
- C. Make proper notifications in accordance with policy (see policy).
- D. Do not sign or make any statement which admits City liability.
- E. Cooperate with the investigation.

RESPONSIBILITY

- A. All Fire Department members who observe or are involved with such accidents and/or injuries falling within the scope of this policy shall take initiative action and act within the guidelines of this policy.
- B. The Fire Chief shall contact the Safety Service Director.