



GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES



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SOG NUMBER: PER-003

ISSUED DATE: 05-15-05

EFFECTIVE DATE: 05-15-05

REVISION #: 3

REVISED DATE: 01-11-16

EFFECTIVE DATE: 01-11-16

CATEGORY: PERSONNEL

SUB-CATEGORY: PERSONNEL INSURANCE

SUBJECT: WORKER'S COMPENSATION AND SUPPLEMENTAL INSURANCE

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Section I – Introduction

A. Objectives

To ensure that the appropriate care and documentation is completed in the event a firefighter is injured and requires medical attention.

B. Applicability

This guideline applies to any department member that becomes injured while performing his/her duties as a Firefighter, Support member or Fire Police for the Town of Glastonbury. This guideline includes any mutual aid response to a neighboring community that requires the assistance of the Glastonbury Fire Department.

C. References

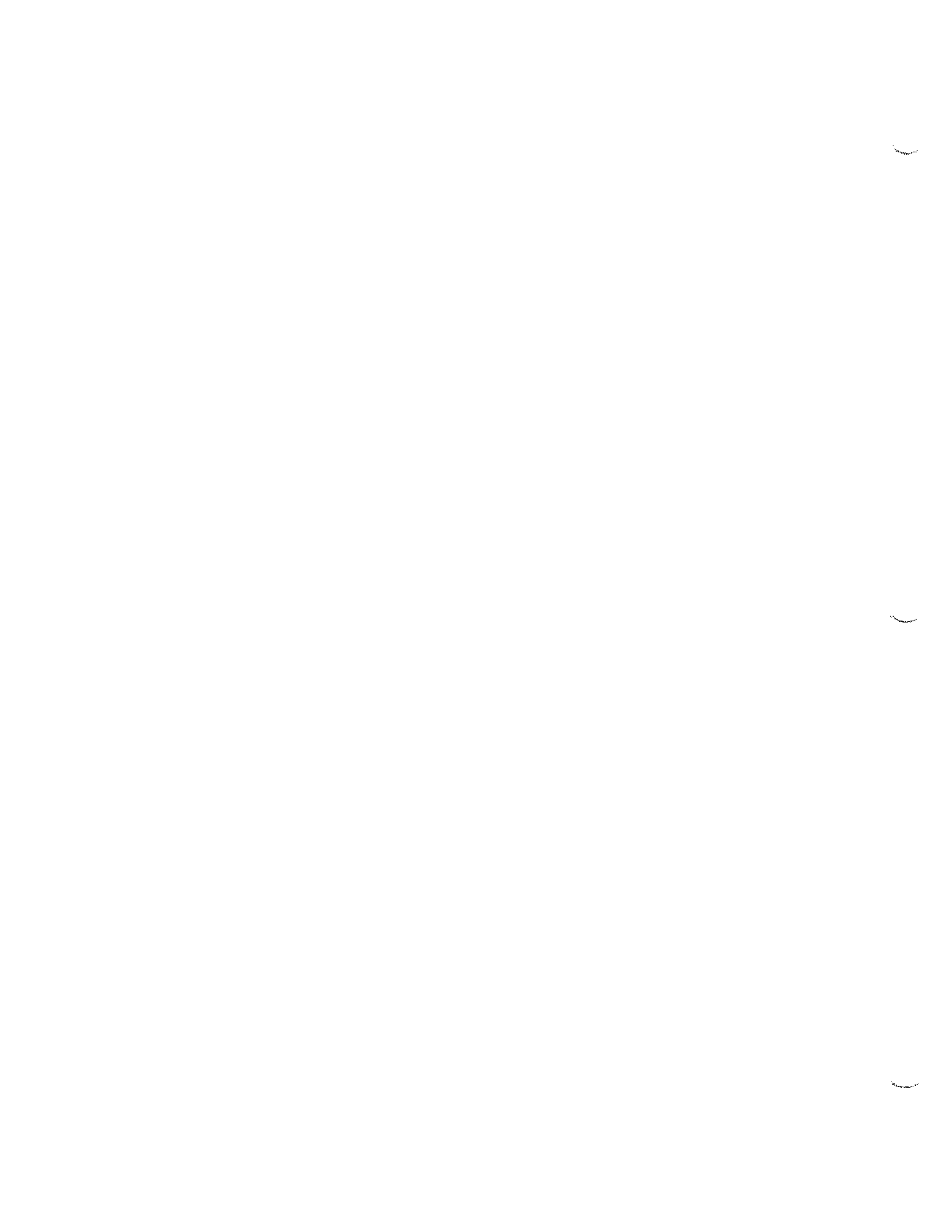
Town of Glastonbury Workers Compensation Policy  
Provident Insurance – Via Wilcox & Reynolds Agency  
Michael Gergler – Agent  
1-800-545-9553

Section II – Guidelines

The following steps are to be implemented in the event a member is injured and requires immediate medical attention:

Medical Facilities

Assign a member to escort the injured member to the appropriate medical facility. If the medical emergency is life threatening the injured party should be taken by ambulance immediately to the closest Level I Trauma Center. (Hartford Hospital, St. Francis Hospital, etc)



If the medical emergency is non-life threatening, the injured party should be transported to the nearest **designated** medical care center. The initial medical facilities designated by the Town of Glastonbury include the following:

Hartford Medical Group

1025 Silas Dean Hwy, Wethersfield, CT 860-696-2400  
265 Ellington Road, East Hartford, CT 860-569-8800  
256 North Main St., Manchester, CT 860-646-8595

Marlborough Medical Center

12 Jones Hollow Rd Marlborough, CT 860-358-3200

If the injury is non-life threatening and one of the designated initial medical treatment facilities is not open, obtain treatment at the nearest medical facility.

Upon arriving at a medical facility, be sure to notify the medical provider that a worker's compensation claim will be filed through the Town of Glastonbury. The firefighter assigned to oversee the well-being of the injured party is to remain with that party until either:

- He/ She has been relieved by another department member.
- He/ She has been notified by a Chief Officer that their services are no longer needed
- The injured party has been released from medical care and has safely returned to either the fire station or home

Notification

Notification is to be made to the Assistant Fire Chief in charge of personnel. In the absence of the Assistant Chief notification should be made to the Fire Chief or the appropriate designee.

The Incident Commander or his/her designee will need to immediately notify CIRMA of any work-related injury or illness. The 24-hour toll-free telephone number is 1-800-652-4762. CIRMA begins processing the claim as soon as the first report of injury is received by telephone. Be sure to get a claim number prior to ending your telephone conversation with CIRMA.

During business hours (weekdays from 07:30 to 15:30) notification is to be to the department's Administrative Assistant.

After business hours a voicemail notification will be sufficient with a follow-up telephone call to the department's Administrative Assistant the next business day.

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Forms

The following forms are to be completed and forwarded to the Chief's office with 24 hours from when the accident and/or injury occurred:

- CIRMAcare Injury Report form
- Employee's Report of Injury
- Accident Witness Statement
- Supervisor's Accident Investigation
- ESIP Supplemental Insurance form
- State of Connecticut Notice of Claim for Compensation

Ensuring that all of the necessary paperwork has been completed satisfactorily will be the responsibility of the Incident Commander of either the incident or training evolution.

Prescriptions

In the event the injured firefighter requires a medical prescription a notification to the Chief's office is required so that a prescription card can be obtained from the Town's Human Resource Department. The card can be picked up from the Chief's office.

If an accident and/or injury occur after normal business hours, the injured firefighter will need to retain all prescription receipts. All receipts must be submitted to the department's Administrative Assistant the next business day for reimbursement at which time a prescription card will be issued to the injured party.

Section III-Approval

Fire Chief



Date of Approval:

1/11/16

