

Standard Operating Guidelines

INJURIES, FATALITIES & SCHOOL FIRE NOTIFICATIONS

Guideline # 230.04

Date: 1/21/09 R

PURPOSE

1. The purpose of this guideline is to conform with N.J. State Uniform Fire Code N.J.A.C. 5:71-3.3 and directives issued by the N.J. Division of Fire Safety in notification to the Fire Incident Reporting Unit by the Fire Official of any fire fatalities, fire service injuries, civilian fire casualty, carbon monoxide fatality, whether or not a fire occurred, and conform with N.J.A.C. 5:70-3.2(a) 7, F-703.7 any fire occurring on school property.

POLICY

1. The Division of Fire Safety's, Fire Incident Reporting Unit "Fire Fatality Phone Line" shall be notified within 24 hours of the incident. Also, any fire casualty that results in death must be reported if that death occurs within one year of the incident. The Division of Fire Safety forms shall be used in notification and faxed to the Supervisor of the Fire Incident Reporting Unit. NJ PEOSHA shall also be notified for any fatalities or firefighter hospital admitted injuries of three or more.

RESPONSIBILITY

1. The lead agency officer in charge (OIC) shall make notification to the Fire Official. Agencies include police, fire or ems departments.
2. The Fire Official shall make notification to the Division of Fire Safety Fire Incident Reporting Unit "Fire Fatality Phone Line" at **609-633-6128**, within 24 hours of the following:
 - 1) **Any civilian fire fatality**
 - 2) **Any firefighter fatality**
 - 3) **Any civilian fire burn victim**
 - 4) **Any carbon monoxide fatality, whether or not a fire occurred**
 - 5) **Any fires occurring on school property**

If voice mail is reached leave your name, your phone number, the municipality where the fatality/civilian burn occurred, and the age of the victim.

3. Hospital admitted firefighter injuries shall be reported to the NJDFS Fire Investigation Unit 609-324-7320.
4. Hospital admitted firefighter injuries of three or more and all fatalities shall be reported within 8 hours of the event to NJ Dept Of Labor PEOSHA 24 Hour Hotline at (800) 624-1644 or fax (609) 292-3749
5. Fire fatality, casualty or school fire forms can be **faxed** to the Fire Incident Reporting Unit Supervisor Heather Puskar at **609-633-6134**.
6. Proper documentation shall include Division of Fire Safety notification forms, NFIRS and fire investigation report. When completing a NFIRS 5.0 incident DO NOT document a carbon monoxide fatality as a fire fatality if it was not a fire incident. The following forms shall be used to notify the Division.
 - 1) Fire Fatality Form: <http://www.nj.gov/dca/dfs/nfirsfatalityrpt.pdf>
 - 2) Civilian Burn Form: <http://www.nj.gov/dca/dfs/civburnform.pdf>
 - 3) School Fire Form: <http://www.nj.gov/dca/dfs/schoolfire.pdf>

NOTIFICATION CONTACTS:

Fire Official Frank McDonnell (18307) Jackson Bureau Of Fire Safety District 1 & 3, 200 Kierych Memorial Dr
Cell- 848-207-6292 Office- 732-928-1666x14 Home 609 078-5430 e-mail jbfs3@optonline.net

Heather Puskar, Supervisor, NJ DFS FIRS 101 S. Broad St. P.O. Box 809 Trenton, NJ 08625, Phone 609-324-7716, E-mail- HPuskar@dca.state.nj.us .Consult NJ DFS Firefighter Serious Injury & Fatality Guideline for further information www.state.nj.us/dca/dfs/booklet8.pdf