

CALHOUN COUNTY
Non-employee Incident Reporting

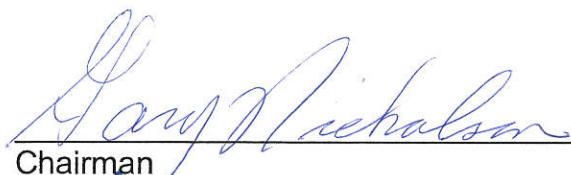
Policy:

When a (non-employee) person has an injury occur on county property, an Incident Report will be completed by the County Employee that it was reported to or who witnessed the incident. The report form will show what is needed to be done regarding information gathering and the proper procedures.

Procedure:

1. **If medical attention is needed, call 9-1-1** so that the proper authorities and medical crew can be dispatched. If medical attention is not needed, complete the paperwork and follow policy.
2. There will be a copy of the Incident Report form available in all offices, to be completed by an employee.
3. When the medical crew is on scene, EMS will handle the situation from then on.
4. The person completing the report is to send a copy of your incident report to:
 - a. Original to Safety Officer
 - b. Auditor's Office
 - c. Faxed to Mid-Iowa Insurance at 712-464-7929
5. The person completing the report is to contact the Sheriff's office to see if the incident was recorded. Ask for a copy of the incident. Forward the DVD to the appropriate Safety Officer.
6. Do not talk of liability, cost of medical attention, nor offer to transport.
7. If someone is calling about an incident that happened and no one from the county was notified, give them the phone number for the appropriate Safety Officer. If that person is unavailable, they will call them back.

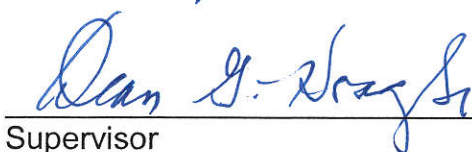
Approved by the Calhoun County Board of Supervisors on Tuesday, November 5, 2013.



 Chairman



 Supervisor



 Supervisor