

# CLEVELAND DIVISION OF FIRE GENERAL ORDER

**CATEGORY: Emergency Field Operations #1 - Draft**

**DATE: August 19, 2014**

**SUBJECT: Near Miss – Mayday Reporting**

## **Purpose:**

Fire fighting is an inherently dangerous profession but there are steps fire fighters can undertake to reduce the potential risk we face while operating in day-to-day operations. Training and education are key components in learning to operate safely on the emergency scene.

It is with the goal of learning from events where members of the Division encounter a Mayday situation or a Close Call event, an incident that could have had a tragic outcome, that the Division is launching this policy. With the issuance of this General Order the Division is implementing a Close Call – Mayday Investigation and Report Project. The Incident Commander and Safety Officer shall conduct an investigation of an incident when a Mayday has been called or if a member is involved with a Close Call event. The following procedures shall be implemented and a review conducted.

## **Procedures:**

When the Incident Commander or Safety Officer has determined a Close Call event has occurred, or if a Mayday has been issued, a review shall be initiated. During the review the Incident Commander and/or Safety Officer shall complete the Near Miss/Mayday Form and conduct the necessary interviews to gather the appropriate information to paint a picture of the event.

The Assistant Chief on-duty shall initiate a review of the pertinent information and cause a brief report to be written memorializing the factors of the event leading to, or influencing, the situation. The report shall include various factors and influences of the situation. The report will conclude with recommendations members of the Division should realize, or consider, when encountering similar situations in the future. Prior to issuance, the reporting Assistant Chief shall forward the draft report to the Chief of Operations and the Director of Training for a review and collaborate to issue a Final Report.

This program is non-punitive in nature and the final report shall not include names of individuals or fire companies involved. The goal of this program is education and to pass this education throughout the Division to reduce the risks of similar occurrences.

When completing the form IC/SO's shall document:

- I. Type of Occupancy:
  - a. In what type of occupancy did the event occur? There is a difference in circumstances surrounding a single-family residence and an industrial complex.
  
- II. Event Type
  - a. Did the Close call occur at the scene of an MVA, responding to an alarm or while operating at a working fire.
  - b. Loss Potential
    - i. Did the event occur while operating at an occupied structure or a vacant building? Were members trying to protect life safety or property protection when the event occurred? Remember the level of risk versus potential gain.
  
- III. Type of Construction
  - a. Dimensional lumber, engineered lightweight construction (protected/unprotected) open metal bar joist, Type I.
  
- IV. Civilians or Occupants:
  - a. Did event result in civilian injuries or fatalities
  
- V. Building Protection Systems
  - a. Were they present and operating? Not operating properly or not present?
  
- VI. Contributing Factors
  - a. Check all that apply. Most incidents have multiple contributing factors.
  
- VII. Fire Fighter Injury or Fatality
  - a. What was the result of the event to fire fighter safety
  
- VIII. Command
  - a. Was Command established on scene? By whom?

The goal of this project is to gather information on incidents that present an increased risk to the members of the Division. An additional goal is to collect data and identify potential patterns in occupancy types or construction practices and the risk posed to members on an emergency or training scene.

Collecting this data will allow the Division to understand daily risks encountered by members of the Division and develop training or educational opportunities, changes in Standard Operating Procedures, equipment needs or potential legislation to address

identified situations.

The value of the program will be determined by the quality of the information recorded. All members of the Division are encouraged to fully support this program and provide input on the safety of your work environment.

By Order Of,

Patrick J. Kelly

Chief of Division