



CITY OF HAGERSTOWN FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

CATEGORY : ADMINISTRATION

SUBJECT : NEAR-MISS/AGGRESSIVE DRIVER REPORTING

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Purpose:

The near-miss reporting program provides an opportunity for firefighters to share experiences which can help prevent injuries and protect the lives of other firefighters. It allows for the collection of information which can assist in formulating strategies to reduce the number of firefighter injuries and fatalities and fosters a safety-focused culture that recognizes errors as an inherent part of human behavior.

The aggressive driver reporting program provides personnel with an avenue to report the aggressive driving habits and occurrences of fire department personnel. This includes the use of privately operated vehicles (POV's) by volunteer personnel.

I. Definitions

- A. Near-miss – A near miss is an unintentional, unsafe occurrence that could have resulted in an injury, fatality or property damage. Only a fortunate break in the chain of events prevented an injury, fatality or property damage.
- B. Aggressive Driving – Aggressive driving is any occurrence in which the driver operates the vehicle in a selfish, bold, or pushy manner, without regard for the rights or safety of the other users of the streets and highways.

II. Near-Miss/Aggressive Driving Report Forms

- A. The Hagerstown Fire Department Near-Miss Report is based on the report criteria developed by the National Firefighter Near-Miss Reporting System.
- B. The Hagerstown Fire Department Near-Miss Report form should be utilized to report both near-miss and aggressive driving incidents.
- C. These forms will be located with the fire reports in all city fire stations and the Battalion Office.

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D. The report form consists of four sections. The reporter should provide as much information as possible.

1. Section 1 – Reporter Information – The reporter must provide their name, which will remain confidential. Anonymous reports of near-misses or aggressive driving will not be accepted. Other information in this section includes the reporter's age, job or rank, and years of experience.
2. Section 2 – Event Information – This section documents the date and time of the event, and the period of time in the shift that the event occurred. This section also includes the type of event, the possible cause(s), loss potential, and the participation of the reporter.
3. Section 3 – Event Description – This section allows the reporter to describe the event in his or her own words. Descriptions should be clear, concise, thorough, and unbiased. Prior to in-house publication
4. Section 4 – Lessons Learned/Corrective Actions – This section allows the reporter to identify what lessons were learned from the event. The reporter may also provide their suggestions to prevent a similar event from occurring.

E. White security envelopes will be provided with the near-miss/aggressive driving reports. Completed reports should be placed with the fire report paperwork to be forwarded to the Battalion office, or the report may hand deliver the report to the fire department secretary. All near-miss reports should be forwarded to the Safety Officer.

III. Near-Miss Reports

- A. Near-Miss Report should be completed by anyone who is immediately involved in or witnesses a near-miss incident.
- B. The Safety Officer will review all near-miss reports and remove all identifying content that may identify, the reporter or any other parties involved in the event.

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- C. If the Safety Officer identifies trends in near-miss incidents (i.e., frequent, similar occurrences involving the same personnel) he/she shall notify the individual's supervisor to arrange counseling.
 - D. A near-miss report will not result in disciplinary action, but will be used as a tool for firefighters to share experiences which can help prevent injuries and protect the lives of other firefighters.
 - E. Near-miss reports may be published at the department level and distributed department-wide. In this event, the Safety Officer will review and remove all identifying content that may identify, the reporter or any other parties involved in the event.
 - F. Near-Miss reports may be submitted to the National Firefighter Near-Miss Reporting System. All of these reports may be published nationally. In the event of national publication, a reviewer will remove all identifying content that may identify, the reporter, the fire department, or any other parties involved in the event.
- IV. Aggressive Driving Reports
- A. An Aggressive Driving Report should be completed by anyone who is immediately involved in or witnesses a Fire Apparatus Operator driving aggressively at anytime, or a volunteer firefighter operating their POV while responding to an emergency incident.
 - B. The Safety Officer will receive all Near-Miss/Aggressive Driving Reports. He/she will forward all aggressive driving reports to the individual's supervisor (Battalion Chief or Company Captain) and a copy to the Deputy Fire Chief.
 - C. The individual's supervisor shall counsel the individual make corrective actions.