

Mesa Fire Department Administrative Procedures



Near Miss/Close Call Reporting
Revised: 4/18/08

104-06
Page - 1 of 3

PURPOSE2
Definition of Near Miss2
Procedure3
Near-Miss Education3



PURPOSE

The safety of our members and citizens is our highest priority. Members of the Fire Department should seek and explore every avenue that might lead to increased safety for all members. Reporting near miss/close call incidents helps to further the goal of making our fire department safer by challenging current operational standards and human behaviors. The goal of near miss/close call reporting is to identify specific areas that department members can improve, thus preventing an accident.

Members should report near miss/close calls, even when the incident may have been their fault. Members using this format of communication should be recognized for their concern of other members' safety. Near miss/close call reporting is a positive step toward ensuring the safety of all members. Near miss/close call reporting is intended to be a method of communicating to all fire department members how future possible accidents may be prevented.

Definition of Near Miss

A description of a near miss or close call would include the following:

- ❑ Incidents in which members may have been injured, had they followed fire department standard operating procedures.
- ❑ Any incident involving fire department apparatus/vehicles that cause the driver to use swift collision avoidance behaviors.
- ❑ Any training activity, where due to the failure of equipment or the failure to follow standard operating procedures, could have resulted in member injuries.
- ❑ Encounters with hazardous materials that could have resulted in higher quantities of released material due to fire department operations.
- ❑ Operations in roadways (or near roadways) where members encounter private or public vehicles being driven inside of fire department work zones.
- ❑ Operations that mistakenly place fire department members in, or near, unexpected high risk or violent environments.
- ❑ Technical rescue or recovery operations where members performed functions that could have resulted in injury.
- ❑ Incident scenes where other local, state or federal agencies had operations that placed fire department members at risk of being injured.
- ❑ Urban or wild land fire operations where sudden or hostile fire conditions occurred and members could have been severely injured.
- ❑ Environmental conditions that created a situation where members may have been injured while operating at an incident scene.

Mesa Fire Department Administrative Procedures

Near Miss/Close Call Reporting
Revised: 4/18/08

104-06
Page - 3 of 3



Any other situation where an event occurred and fire department members could have been injured.

Procedure

Members can access a Mesa Fire Department Near Miss/Close Call form on the Safety Section Intra net page. Print out a copy of the form and fill out all of the applicable categories. Include a brief narrative, with any supportive information. Send the information to the MFD Safety Office via interoffice mail or via e-mail.

If the member filling out the form decides to sign the form (signatures are optional), the Safety Captain may call him or her for needed additional information.

Any department member can call the department Safety Section Captain at Ex-3993 to discuss any safety issue or concern.

Near-Miss Education

Near-miss education will be conducted after significant near misses or close calls. Lessons learned will be discussed and appropriate changes will be made to SOG and how we conduct business if appropriate.

Members are encouraged to review or enter their near-miss/close call on the National web site. www.firefighternearmiss.com