



## **COMPUTERIZED INJURY REPORTING SYSTEM (CIRS)**

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### **1. INTRODUCTION**

- 1.1 The Department has developed the Computerized Injury/Exposure Reporting System (CIRS) to record injuries/exposures based upon the reporting requirements of the National Fire Incident Reporting System (NFIRS), the New York State Office of Fire Prevention and Control and the New York State Bureau of Public Employee Safety and Health (PESH). It is recognized that injuries can be prevented through measures based on the analysis of prior injuries.
- 1.2 CIRS has multiple benefits including:
- Improved access for the Bureau of Operations, Safety Command and the Bureau of Health Services (BHS) to track and help prevent injuries, exposures and illness.
  - Assists Supervisors to enter data through a series of drop-down menus.
  - The ability to modify the original report, if needed.
  - Electronic recordkeeping with automatic backups, thereby eliminating the consequences of the lost documents.
- 1.3 Injury and exposure reporting must be completed upon the occurrence of such incidents pursuant to applicable laws, rules and regulations. Recording injuries is essential for the efficient and successful management of a safety program. To be effective, preventive measures must be based on complete knowledge of the facts of the injury. The primary purpose of an injury report is to obtain this information.

### **2. INJURY/EXPOSURE CLASSIFICATION**

- 2.1 The injury classification is determined by the Medical Officer in consultation with the company officer and injured member.

There are three classifications:

- Service connected medical leave
- Remainder of the tour
- Minor injury

The Medical Officer must be notified via FDOC for **ALL** injuries. Only the Medical Officer can assign the injury classification.

2.1.1 **Service Connected Medical Leave** is a leave granted by the on duty medical officer for an injury. This leave includes the current tour the member was working when the injury occurred and subsequent tours until the member's duty status is changed by the medical officer at the BHS clinic visit.

2.1.2 **Remainder of the Tour** is an excused absence granted by the on duty medical officer for an injury. This excused absence does not exceed the current tour the member was working. This excused absence is **not** designated as Medical Leave.

2.1.3 **Minor Injury** is an injury determined by the on duty medical officer. A minor injury does not require the member to be granted the remainder of the tour or be granted a medical leave. Examples of some minor injuries include, but are not limited to:

- Small abrasions
- First degree burns
- Mild conjunctivitis
- Minor contusions
- Foreign body in eye, already removed
- Lacerations, not requiring sutures
- Minor sprains and strains with no swelling or discoloration

The following shall **not** be classified as Minor Injuries:

- Burns, other than first degree
- Chest pains
- Sprains or strains, with swelling or discoloration
- Any injury resulting in fainting, blackout, or loss of memory
- Shortness of breath

## 2.2 Exposures

2.2.1 **Biological Exposures** - A member exposed to bloodborne, airborne, or other infectious pathogens (e.g., bodily fluids). Medical officer notification is required with or without symptoms.

2.2.2 **Non-Biological Exposures** - A member exposed to a non-biological hazardous substance, or possible hazardous substance. Medical officer notification is required **only** for symptoms.

**Note:** If a member exhibits symptoms from a biological or non-biological exposure, both an Injury and an Exposure Report must be completed.

### 3. PREPARATION OF INJURY/EXPOSURE REPORTS

- 3.1 For the purpose of CIRS reports, Supervisor shall mean any Officer or Supervising Fire Marshal (SFM Level I). Reviewer shall be a Chief Officer or Fire Marshal Commander (SFM Level II).
- 3.2 CIRS is accessed from the FDNY Homepage. In the Applications drop-down list, select Injury Reporting System. On the Log-On Screen, the Supervisor shall enter their tax registry number and password. Members encountering difficulty accessing CIRS shall contact Computer Support at (718) 999-2611/3171 for assistance. For issues regarding the program, contact Safety Command at (718) 999-7007.
- 3.3 CIRS is designed to record, modify and print injury/exposure data for all FDNY members. Whenever a firefighter or fire marshal sustains any injury/exposure, the company officer or supervising fire marshal initiates the injury/exposure report in CIRS. Anyone above the rank of firefighter or fire marshal will prepare their own injury/exposure report. The user selects one of the following options on the opening screen.
- **New** - This is where Injury and/or Biological Exposure Reports that have been opened by BHS after consultation with the Supervisor of the injured/exposed member are initially found. Non-Biological Exposure Reports are initially opened here also; however they do not require prior BHS notification.
  - **Modify** - This section allows Supervisors the ability to modify reports that have been previously opened.
  - **Print** - This section allows Reviewers and Supervisors the ability to quickly access reports they wish to print. By choosing one of the first three selections in this Print section, all the reports of that type for that unit will appear. Highlight the desired members report and select "Print". A printable version of the report will appear.
  - **All Reports** - Gives Reviewers and Supervisors the ability to list all the reports for a single member.
  - **Additional Reports** - The following reports can be generated using a date range:
    1. Burn Summary Report
    2. Smoke/CO Poisoning Summary Report
    3. Heat Exhaustion Report
    4. SH-900 Detail Report
    5. SH-900.1 Summary Report

- **Review/Sign Off** - Supervisors and Reviewers are required to access this section daily to review reports in their Unit/Battalion. They shall determine what is missing from any given report and take appropriate actions to complete it. When satisfied with all information, the Reviewer shall forward reports by selecting "Save and Approve".  
Battalion Chiefs shall review all injury/exposure reports submitted for firefighters, lieutenants, and captains under their command. An injury report submitted by a Battalion Chief or Deputy Chief shall be reviewed by the Borough Commander or Command Chief. An injury report submitted by a Borough Commander or Command Chief shall be reviewed by the Chief of Department.  
Injury/Exposure Report submitted by a Supervising Fire Marshal (Level I) shall be reviewed by a Fire Marshal Commander (Level II). An Injury/Exposure Report submitted by a Fire Marshal Commander (Level II) shall be reviewed by the Assistant Chief Fire Marshal.
- 3.4 **The Fire Department Identification (FDID) number must be included when Supervisors initiate an injury/exposure report.** The FDID number consists of 16 digits and can be found on the lower left side of the response ticket. The 16 digit FDID number will auto-populate specific fields of the injury/exposure report.  
If the injury/exposure occurred at a non-response, the Supervisor shall enter all 9's in the 16 digit space and the Supervisor will be required to provide the address or cross streets where the injury/exposure occurred (e.g. address in front of hydrant, address of training academy, firehouse).
- 3.5 Illnesses not related to an exposure that prevent a member from continuing on duty (e.g., flu, food poisoning) do not need to be recorded in CIRS; however, the Medical Officer **must** be notified.
- 3.6 Injury/Biological exposures require the Supervisor to notify the Medical Officer on duty via Fire Department Operations Center (FDOC). The Medical Officer shall contact the officer to obtain required information. The medical officer enters this information into the CIRS application. This permits the officer the ability to enter information regarding the member with the injury/exposure. **An Injury/Exposure Report cannot be initiated without this notification.**
- 3.7 **A Non-Biological Exposure Report for a member who does not exhibit symptoms can be initiated without medical officer notification.**
- 3.8 **An Injury Report shall be prepared if symptoms of an injury, or illness are related to an exposure. The exposure that caused the injury or illness and the fact that a Biological or Non-Biological Exposure Report has been prepared shall be noted in the narrative of the Injury Report. A notation shall also be made in the narrative of the Exposure Report that an Injury Report has been prepared.**
- 3.8 If the injured/exposed member is available for interview, the Supervisor shall enter the member's narrative and select "Yes, read as ACCURATE" indicating that the injured member has reviewed and confirmed the information in the report as accurate. The injured member will be prompted to enter their Reference Number and Date of Birth, which signifies the information of the injury report is accurate.

3.9 If the injured/exposed member is not available, the Supervisor is still required to initiate an injury/exposure report which shall contain all available information.

3.10 The Supervisor shall use the narrative section to describe what the injured/exposed member was doing immediately prior to the injury/exposure, and how the injury/exposure occurred. Be certain to include:

- Any tools being used
- Any factors that caused or contributed to the injury
- The resulting injury

3.11 The Supervisor completing the form must indicate whether or not they witnessed the event by selecting the appropriate checkbox.

#### 4. PROCESSING OF INJURY/EXPOSURE REPORTS

4.1 All available injury/exposure information **must be initiated and submitted no later than 7 days** from the date of the injury/exposure with or without the member's signature and/or narrative.

Any injury/exposure reports that are not initiated and submitted **within 7 days** from the date of the injury/exposure cannot be entered into CIRS. If this occurs, the Supervisor is required to forward a CIRS-1 report, available on the Intranet, through the chain of command to the Chief of Safety with an explanation of the circumstances.

The Supervisor may process reports as follows:

- To **initiate** a report, the Supervisor **must** enter either the 16 digit FDID number or all "9s", whichever is appropriate, and any available information regarding the injured/exposed member. The Supervisor can stop at any point in this process and select "Save/Close" which will retain the information entered. The Supervisor can access the report at a later time by selecting the Modify button.
- In order for the Supervisor to select "Save Without Releasing to Review", the Supervisor must complete all required fields. This will hold the report at the unit level. Reports will be listed as "Not Completed" in the "Report Status" column of the "Supervisor Screen".
- To **forward** a report, the Supervisor shall select "Save and Release for Required Review".

**Note:** Biological exposures must be entered into CIRS **immediately** to ensure appropriate exposure investigation and follow-up.

4.2 The Supervisor shall print two copies of the Injury/Exposure Report. File one copy in the member's personnel folder and file the other copy in the Uniformed Filing System in the unit where the member was working when injury/exposure occurred. Detailed or covering members shall have a copy of their Injury/Exposure Report forwarded to their assigned unit.

- 4.3 All injuries sustained in quarters require the officer on duty to notify the administrative Battalion Chief. The administrative Battalion Chief shall forward a letterhead report to the Chief of Operations as outlined in Section 7.5.1 of the Uniformed Regulations.
- 4.4 Within 7 days from the date of the injury/exposure, modifications to the report replace the original submission, and the report will continue to be categorized as original.
- 4.5 After 7 days from the date of the injury/exposure, all modifications to the report will be saved as amendments. If multiple amendments are made during a calendar day, only the last submitted amendment will be permanently saved. Amendments made on separate days will be saved separately with the appropriate date. Amendments are made by choosing the Injury/Exposure Report listed in the "Modify" section of CIRS.
- 4.6 Supervisors may submit Group Reporting for identical non-biological exposure of members who do **not** exhibit symptoms by the following procedure:  
This functionality avoids duplicate data entry but requires that the group of members all had the same non-biological exposure and are assigned to the same unit. Any member not assigned (e.g., detailed and working in that unit for the tour) must be entered separately. The Supervisor shall use the assigned unit tab of the initial "Member Search Screen" to gain access to the roster of the company and select (by clicking on the name) each member exposed. This one report will populate individual reports for all the members previously selected. Individual reports must be accessed through the "Modify" section in order for each member to review and confirm the information in the report. Once confirmed, each member shall select "Yes, read as ACCURATE".

## 5. BURN/SMOKE/HEAT EXHAUSTION INJURY REPORT

- 5.1 When a member sustains a burn, smoke or heat exhaustion injury, the Supervisor is required to prepare a Burn/Smoke/Heat Exhaustion Injury Report.
- 5.2 A new screen containing the Burn/Smoke/Heat Exhaustion Injury Report will open after all required information has been entered.
- 5.3 Burn/Smoke/Heat Exhaustion Injury Reports require recommendations on how to prevent future injuries, as follows:
- Firefighters: Supervisors shall enter recommendations.
  - Officers: Officers shall include recommendations when preparing their own report.
  - In addition to above, recommendations are required by each level of command up to and including the Borough Commander. Each recommendation shall be followed by the name and unit of the member making the recommendation.
- 5.4 The Bureau of Operations and Safety Command will receive electronic notification when the Burn/Smoke/Heat Exhaustion Injury report is completed.

## 6. REVIEW/SIGN-OFF

6.1 All levels of command shall access CIRS daily to provide any required review/recommendations.

6.2 The following selections can be accessed on the opening screen of the CIRS program.

### 6.2.1 Reviewers Screen:

- **Return for Clarification:** If the injury/exposure report requires clarification, the Reviewer will send the report back to the Supervisor. A report missing a member's signature and/or narrative is **not** a reason to return for clarification. To return for clarification, the Reviewer will proceed to the last screen in the program, and select "Return for Clarification" which will open a narrative box. The Reviewer shall enter comments regarding the necessary clarifications and then close the narrative box by again selecting "Return for Clarification".
- **Not Completed** - Reports listed as "Not Completed" are those reports that have been initiated by the Supervisor, but are lacking complete information. In this case, the Supervisor has selected "Save Without Releasing to Review". This serves as notification to the Reviewer that a member has been injured/exposed. No action by the Reviewer is required at this time.
- **Completed** - Reports listed as "Completed" are those reports that have been forwarded by the Supervisor by selecting "Save and Release for Required Review". Completed reports may be missing a member's signature and/or narrative. Reviewer shall forward reports that are missing member's signature and/or narrative, if satisfied with all other information, by selecting "Save and Approve". This report will now leave the Review Screen once the Reviewer exits the program.
- **Re-Submitted** - Reports listed as "Re-Submitted" are those reports that have been returned for clarification by the Reviewer. When the Supervisor corrects the report, it will be returned to the Reviewer and titled as Re-Submitted in the Status Column. Re-Submitted reports may be missing a member's signature and/or narrative. Reviewer shall forward reports that are missing member's signature and/or narrative, if satisfied with all other information, by selecting "Save and Approve". This report will now leave the Review Screen once the Reviewer exits the program.

### 6.2.2 Supervisors Screen

- **Not Completed** - Reports listed as "Not Completed" are those reports that have been initiated by the Supervisor, but are not yet ready to forward for review. In this case, the Supervisor has selected "Save Without Releasing to Review".

- **Missing Members Signature** – This category lists reports that are “Missing Members Signature”. Once the member has reviewed and confirmed the information in the report and selects "Yes, read as ACCURATE", the Supervisor shall select “Save and Release for Required Review”.
- **Return for Clarification** - This category lists reports that have been returned for clarification by the Reviewer. The "Reviewers Narrative Box" shall state the information that needs to be clarified by the Supervisor. When a Supervisor is done correcting a report, they shall select “Save and Release for Required Review”.

### 6.2.3 Burn/Smoke/Heat Exhaustion Injury Report Screen

- This screen is only available to Boroughs and Divisions, and shall be reviewed daily to provide required recommendations.

**BY ORDER OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT**