Allamakee County General Public Injury Checklist

WHEN TO USE PACKET: This packet will be utilized for when members of the public are injured on county property, by county employees while in the performance of their duties or by county vehicles. The only exception is members of the public injured when in contact with law enforcement personnel.

REPORTING PERIOD REQUIREMENT: All injuries to members of the public must be reported to Corey Snitker as soon as possible and no later than 48 hours after the incident at 563-569-1911. If injury happens after hours, during a weekend or holiday, contact Corey Snitker ASAP at 563-568-1911. If unable to contact Corey directly, call the Sheriff’s Office at 563-568-4521 to contact Corey.

COUNTY EMPLOYEE

☐ In case of a medical emergency ensure prompt medical treatment is provided and call 911.

☐ As soon as possible call Corey Snitker at 563-568-4233 or 563-568-1911 to report the injury.

☐ If injury is due to suspicion of potential unlawful activity, it is a vehicle accident, or a fatality; contact the Sheriff’s Office at 563-568-4521 or 911 depending upon the severity of the situation.

☐ Complete the First Report County Facility Accident form and Personal Injury Report form to the best of your ability and provide to Corey Snitker.

☐ Have any witnesses to the incident fill out a Witness Report of Incident form as soon as possible and provide to Corey Snitker. If unable to fill out at the scene, please have them provide contact information for future communication.

☐ If possible and relevant, photograph scene of injury to preserve potential evidence for future investigation and provide to Corey Snitker.

☐ If possible, mark the location of the incident to aid in initial investigation.

☐ Remove equipment/machine/product from use without repairing or altering it in anyway. Take photos of the equipment immediately.

☐ Provide the above forms and the packet itself to Corey Snitker as soon as possible.

☐ Forms County Facility Accident Investigation Report and Accident Scene Sketch found in the packet are used by Corey Snitker and are not required to be filled out by reporting county employee.

☐ Corey Snitker will contact Jane Regan and provide copies of all investigation forms conducted by county to her except for law enforcement documentation.

☐ Corey Snitker will also obtain footage from security or surveillance cameras in the area.