



WASHINGTON STATE ANIMAL RESPONSE TEAM

Guidelines for Reporting an Injury in the Field or in the Shelter

Immediate Actions

1. The injured person must report the injury immediately to the WASART Lead (OC/TL).
2. The WASART Lead will assign another OC, TL, or senior member to cover their duties.
3. The WASART Lead will notify the WASART Call Coordinator (CC) immediately.
4. The WASART Lead will provide first aid, call for an ambulance if needed, and accompany the injured person to the ER.
 - The Lead will remain with the injured person until they are admitted, released from the hospital, or released to a family member or designee.
5. If the injury involves an animal, the animal should be quarantined for 24–72 hours or until examined by a veterinarian (if applicable).

Medical Treatment

- If treatment is provided at an ER or medical facility, the WASART Lead must bring the *Medical Expenses Claim Form (EMD-084)* to the hospital.
- The injured person completes Part 1, and the attending physician completes Part 3 of *EMD-084*.

After Treatment

- The injured person is responsible for submitting medical bills to their primary insurance and paying all outstanding medical costs incurred.
- The injured person submits all required forms to WASART (see below)
- The injured person submits *Form EMD-084*, all receipts, and a copy of the deployment roster to the state for reimbursement of paid expenses (see below).

Required Forms

Submit to the WASART CC:

- Injured person – Injury/Accident Report, Form I-01
- WASART Lead – Incident Report, Form I-02
- Witness(es) – Witness Report, Form I-03

Submit to KCOEM (see reimbursement info below):

- *Medical Expenses Claim Form (EMD-084)*

The WASART OC (or designee) must reference the injury in the AAR and attach all forms.



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Medical Billing & Reimbursement

Government Agency Call-Out (DEM # Assigned)

- The injured person's personal health insurance is the primary payor.
- The injured person is responsible for submitting medical bills to their primary insurance and paying all outstanding medical costs incurred.
- The injured person must complete the Vendor/Payee Registration form to receive reimbursement from the State of Washington. See WASART Policy 2, Appendix A, available on the WASART website, for Payee Registration Instructions for Emergency Workers
- After treatment and payment, the injured person mails the completed *Medical Expenses Claim Form (EMD-084)* with receipts and deployment roster to:
 - Jason Shirron
King County Office of Emergency Management
3511 NE Second
Renton, WA 98055
- KCOEM will complete Part 2 and forward the form to:
 - Washington Military Department – Emergency Management Division
Bldg 20, MS TA20
Camp Murray, WA 98430
- The State EMD will issue reimbursement directly to the injured person.
- A copy of the completed *Medical Expenses Claim Form (EMD-084)* is to be sent to WASART, either via email to president@wasart.org or mailed to:
 - WASART
PO Box 21
Enumclaw, WA 98022