

INCIDENT REPORTING STANDARD OPERATING GUIDELINE

DATE APPROVED: MAY 2010

I. Scope

This standard establishes requirements for the preparation of incident reporting.

- A. Create a permanent record of each incident to which the department responds.
- B. Develop a database for the analysis of the community's demand for fire and emergency medical services.
- C. Provide uniform data to the state fire marshal and the NFPA concerning the department's emergency response activity.

II. Completing the Report

- A. The department uses the incident reporting system by the Virginia Department of Fire Programs (VDFP).
- B. A basic incident report shall be completed for each incident to which the department is dispatched, and a copy of the report shall be forwarded by the department to VDFP. If possible, the report shall be filed electronically using a suitable software program. If this is not possible, a report may be filed manually by completing a hard copy of the basic incident report.
- C. The report shall be accurate and thorough, and it shall contain sufficient information to allow the reader to re-create an accurate portrayal of the facts and events surrounding a given incident.
- D. There is a chronological number for each incident, and the member filing the report shall record the appropriate incident number on the basic incident report.
- E. Whenever an incident is investigated, the member completing the incident report shall indicate so in the narrative.
- F. A narrative shall be written for each incident. The narrative shall include a brief description of the events that occurred and the actions that were taken during the resolution of the incident. The narrative shall be thorough, concise, and accurate. The narrative shall be limited to the facts and not include superfluous or editorial comments. **REMEMBER – If you did not document it, you did not do it!**
- G. The proper number and types of vehicles, the number of personnel at the scene, and at the station, and the equipment that is used shall be entered on each incident report.
- H. A basic casualty report shall be completed in addition to the basic incident report if a person is injured or killed as a result of a fire.
- I. The Basic EMS Report shall be completed for EMS incidents in lieu of the basic casualty report.

- J. An exposure report shall be completed for all fire that involved an exposure fire.
- K. The fire module of the NFIRS shall be completed for all fires in our first due run area.
- L. The structure fire module shall be completed for all structure fires in our first due area.

III. Responsibilities

- A. The officer of the first-arriving apparatus or the incident commander shall be responsible for the completion of the basic incident report (NFIRS) and all other reports that may be subsequently required.
- B. It is the responsibility of the responding EMS personnel to ensure that the appropriate reports are completed at the completion of the incident. The care provider shall complete the EMS report and the other crew member shall complete the NFIRS report.
- C. The fire chief shall be responsible for reviewing the completeness and accuracy of all incident reports, exposure reports, and casualty reports, and the EMS Coordinator shall be responsible for viewing the completeness and accuracy of all EMS reports generated by the members of this department.
- D. Reports shall be entered prior to the end of each month. Incident reports for EMS calls shall be entered into the computer using the FIREHOUSE software.
- E. The fire chief shall be responsible for causing the creation of a monthly and yearly report that provides an analysis of the incident activity for the month.
- F. It is the responsibility of the incident commander to cause an investigation by the Virginia State Police of all fires that he/she believes are arson or suspicious in nature.
- G. Only the fire chief will have the authority of releasing information from an incident report. (insurance companies, etc)