



Clarke County Fire and Rescue

Standard Operating Guideline

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

Subject: Incident Reports	SOG: 100.08	Page 1 of 2
Category: General – Incident Reports		Sub Category:
Approved by: Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		Effective Date: 3/1/2017

Purpose

To establish requirements for the preparation of reports for incident to which the department responds. It was promulgated to:

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

Definitions

The following definitions have been adopted for use;

- Short Form – The paper form used when electronic systems are down. Separate short forms are used for Fire and EMS incidents
- System Administrator – The system administrator oversees the electronic reporting system and is appointed by the Director with advisement from the Volunteer Chiefs

Procedure

1. The department uses the incident reporting system – Image Trend
2. A basic incident report shall be completed for each incident and each unit to which the department is dispatched and respond to. The report should be completed electronically using the Image Trend system.
3. In the event completing a report electronically is not possible (system down, system failure) a paper report should be completed. The "Short Form" for Fire or EMS reports should be completed. Once the reporting system is back in service the "Short Form" should be used to enter an electronic report. A scanned copy of the "Short Form" shall be scanned and attached to the electronic report.

4. Any and all paper reports will be kept under a locked file for a period designated by state or federal regulations.
5. 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.
6. The dispatch office (communications center) assigns a chronological number for each incident, and the member filing the report shall record the appropriate incident number on the report.
7. Blank "Short Forms" shall be carried on all in-service apparatus and medic units so that information may be gathered at the incident scene.
8. 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. Neatness and spelling count. The narrative shall be limited to the facts and not include superfluous or editorial comments.
9. The electronic report shall meet all requirements set forth by the system to achieve a 100% validation.
10. It shall be the responsibility of the OIC (officer in charge) on each unit to complete the report for their unit. If there is only one person on the unit (ex-tanker), the driver shall be responsible for completing the report.
11. Reports shall be entered by the end of each shift or within 12-hours of the completion of the incident. The Chief or Assistant Chief of each Department can extend the time allowed.
12. The department's management (officers), quality assurance officer/personnel or the EMS ALS Coordinator may review all reports in order to maintain the highest levels of care, identify quality assurance, quality improvements or complaint investigation.
13. The reporting system administrator shall be responsible for producing monthly reports that provide an analysis of the incident activity for the month. This report shall include cumulative data for the calendar year.