

	<h1><b>COMMERCE FIRE DEPARTMENT</b></h1> <h2>Standard Operating Guidelines</h2>
	<b>Subject:</b> Incident Reporting
	<b>Reference Number:</b> 8.02
	<b>Effective Date:</b> 3/6/2014 <b>Last Date Revised:</b> 3/6/2015
<b>Approved By:</b> Chief Kevin Dean	

**Purpose:** To provide clear and consistent Fire Incident Reports to meet the needs of the agency, State, and the National Fire Incident Reporting data banks.

**Policy:** All incidents shall be recorded and reported to National Fire Incident Reporting System (NFIRS).

**Scope:** All personnel responding to an incident, and subsequently responsible for documenting the incident, shall document their response using the agency's incident reporting software if available.

### **Guidelines:**

#### **Incidents:**

1. Shall be assigned an incident number.
2. Shall have an incident report completed, regardless of whether an apparatus left the station or not.
3. Reports shall be completed entirely, including appropriate modules (i.e. fire, Wildland). The following criteria shall apply:
  - A. The address, intersection, or rural directions, shall be in capital letters.
  - B. When Aid Given or Received has occurred; include the agencies FDID number, State, and their incident number.
  - C. Alarm date and times shall be correct.
  - D. List all major tasks the department competed.
  - E. Estimate the dollar loss.
  - F. The Person Involved and Owner section shall be complete on all incidents except medical assist.
  - G. Complete the narrative section (in lower case letters) using the following chronological format:

**Dispatch:** Document what the unit or units were dispatched to, and the units responding.

**Size-up:** Complete size-up when arriving, including type of building, number of floors, any visible products of combustion for a fire incident. Also the type of occupancy and whether it is occupied.

**Assignments:** Document the assigned tasks.

**Results:** Document the results of those assigned tasks.

**Investigation:** All fire incidents must have an investigation conducted and the findings documented. If cause is undetermined, document that on the narrative. Damage value shall be listed in the investigation section.

H. All narratives shall have the headings as listed above and a space between the sections. The narrative section shall thoroughly document the incident.

I. Assure the document is free from errors.