


# VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

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	Approved By: Fire Chief Robertson		Date Issued: 10/12/10	Revision Date:
Attachments:	Resources/Cross Reference:			
<b>Purpose:</b> To establish a procedure for the submission of incident reports.				

**Procedure:**

- A. The first arriving company is responsible for the initiation and completion of the NFIRS report. In the event the officer responsible for completion of the report is not available, a member of the first arriving company as identified by the Duty Chief shall initiate and complete the report.
  - 1. All Officers and Acting Officers shall place the names of their crew members on the station roster and unit area of the Firehouse program when coming on shift. Any staffing changes during the shift(s) shall also be reflected in this area. This will ensure that the report factually reflects all personnel on any particular incident.
  
- B. All other responding companies shall initiate and complete a supplemental report, unless the company took no action during an incident.
  - 1. Supplemental reports shall be completed in the Notes section of the responding units tab in the Firehouse software program.
  - 2. Supplemental reports should contain only the actions of that particular unit on the incident.
  
- C. Each NFIRS incident report shall be completed as outlined in the NFIRS Manual. All entries shall be accurate representations of the circumstances encountered.

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D. Each incident report requires a narrative section. By writing a narrative, the Officer or Acting Officer is creating a permanent record of the incident for recollection and public record purposes. Narratives should be as detailed as necessary to describe the activities that occurred at the incident. Content of narrative shall:

1. Be stated clearly.
2. Be grammatically correct. Correct spelling by using "spell check".
3. Be accurate. Detail reflections of actions and observations.
4. Identify unusual circumstances.
5. Completely describe the incident.
6. Identify damage to property.
7. Not contain any criminal or HIPPA information.
  - a. Fire Investigation information may placed in the Narrative section provided that the Reporting Officer performed the cause and origin investigation.
  - b. If a Fire Investigator performed the investigation, then he/she shall complete the investigation area of the Firehouse report and place a note in the narrative referring to their investigation report. Company Officers shall refer to the Fire Investigators report in the narrative area for cause and origin information.
  - c. If the cause has not been determined or has not been confirmed by the reporting Officer, then the Officer shall fill in the investigation report area as undetermined. The Fire Investigator shall make changes based on the results of the investigation.

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- E. Persons involved in the incident shall be identified in the incident involvement area in the Firehouse software program.
  - 1. All patients involved in any medical shall be identified in the incident involvement area.
    - a. The narrative should not contain any patient care information, cause of any illness or injury in order to conform to HIPPA regulations.
  - 2. Homeowners, Tenants, Property Owners, Reporting Party, Drivers, Passengers, Witnesses, Occupants, Victims, Property Manager, etc are examples of the types of persons which should be listed in the involvement area of the NFIRS.
  
- F. The incident type should fit the incident, do not rely on the auto fill from the Computer Aided Dispatch System. Types of calls for service are commonly used for statistical purpose and should reflect the actual type of call.
  
- G. Late responses to Medical calls require a “reason” code and an explanation on the signature tab.
  - 1. If there was an error in the times of the call and ANY changes are made to the times in the report, the late response tab shall be filled in with the appropriate reason and explanation. If call times are changed by the Reporting Officer the “late” tab will not turn red and the NFIRS report can be saved. Officers and Acting Officer shall ensure that that a reason is filled in if any call times are changed in the report.
    - a. Call times are forwarded to Solano County EMS from the Dispatch Center. If any changes are made to the NFIRS, the County will still show the call as “late” and a reason will need to stated in the NFIRS.
  
- H. The property loss area of the NFIRS shall also be filled in by all reporting Officers and Acting Officers.

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- I. The vehicle accident area of the NFIRS shall be filled in for all Injury accident incidents.
  - 1. The vehicle accident information critical for statistical analysis and reporting for grant funding.
- J. Each NFIRS or supplemental report shall be completed prior to being relieved of duty under normal circumstances.
- K. If circumstances exist which prevent incident reports from being completed during that shift, those reports may be completed during the next scheduled work shift to include the first shift following a four day break, unless the employee is pre-approved for leave. Under no circumstances, except system wide computer failure, shall officers or acting officers fail to complete incident reports for major structure fires, hazard materials, grass fires, or vehicle fires prior to leaving duty for a four day shift leave.
- L. When a delay in writing incident reports cannot be avoided, officers and acting officers shall conscientiously protect their field notes and sketches.
  - 1. When a computer failure prevents the timely completion of any incident report, the employee shall enter a log entry indicating computer failure and notify the on Duty Chief.
  - 2. All reports shall be completed and saved prior to the end of each month to facilitate the call time requirements of the Solano County EMS JPA.
- M. If an incident occurs near the completion of a shift, then the Reporting Officer shall be compensated with overtime in order to complete the NFIRS report.
  - 1. Minimum of 1 hour with ½ hour increments beyond the first hour