



INCIDENT REPORTING & RECORDS

SCOPE

This guideline applies to all members of the Stoney Point Fire Department and shall be adhered to by all members.

PURPOSE

To establish procedures to ensure accurate completion of the Firehouse Records Management System (RMS) currently in use by the Stoney Point Fire Department. The directives of this policy cover the record functions that are basic to management, information and operational needs of the department and will conform to all applicable laws.

DEFINITIONS

Guideline - a general rule, principle, outline of a policy

Report - verbal or written account of all activities observed, heard, conducted, or investigated related to an incident

Shall - indicates a mandatory requirement

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GUIDELINES

Stoney Point Fire Department has legal obligations to provide a record of all activities and maintain these records in accordance with the SPFD records retention policy. These records provide an accounting of expenditures, completed training requirements, apparatus records, equipment inventories, department records, hydrant service records, hose records, fire prevention activities, daily journals, pre-incident surveys and historical record of incident responses including casualty and fatality reporting.

Records and Reports General Requirements

All reports for fire, rescue, and medical incidents; training reports; maintenance reports; equipment inventory, accounting of expenditures, personnel, hydrant records, fire prevention public relations activities, daily journals and any other records shall be completed on the date of their occurrence. The Officer in charge of the incident or event shall ensure correct coding (Lookup Tables), timely and accurate completion and filing of the report prior to the end of the duty shift.



Incident Reports

Members shall collect and record pertinent information while at an incident on the appropriate form or in the Notes section on the MCT or IPAD for report completion. Upon return to station, the appropriate incident report shall be completed and entered into the Firehouse RMS and the paper forms filed in the “run reports” box. Accurate information is required as all incident reports are legal documents that can be used in a trial as evidence, Officers are responsible for ensuring the accurateness of their reports.

Public Relations / Fire Prevention / Child Passenger Safety Reports

Community risk reduction reports record Stoney Point Fire Department’s commitment to ensuring the safety of our whole community. Accurate completion and filing of these reports into Firehouse and the “other reports” box is the Officer in charge’s responsibility.

Maintenance Reports

Identification of deficiencies found during equipment checks, and mechanical or cosmetic faults is essential to ensuring safe and effective operations of the Stoney Point Fire Department. Any member that identifies an issue related to supplies, equipment or apparatus shall inform their Officer who will verify the deficiency. Vehicle, equipment, and apparatus faults related to damage or needed maintenance will be recorded on the maintenance form and entered into Firehouse RMS with all necessary information. Missing supplies and equipment faults will be recorded into the “Supply request log” book in the Radio Room.

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Damage / Accident / Injury Reports

The priority after any incident involving Stoney Point Fire Department members or apparatus that results in injurie is to stabilize the incident. The second priority for the Officer or senior member in charge at the incident is to collect accurate information. The third priority shall be to inform the Officer in charge or the on-call Duty Chief of the incident. Timely and accurate information regarding the time, place and circumstances surrounding the incident; type and amount of damage sustained or caused; number and type of injuries to civilians and Stoney Point Fire Department members shall be reported immediately.

Damage and Accident forms are in each apparatus and vehicle, these reports will be completed upon return and submitted to the Officer in charge or Duty Chief.

Injury reports shall be completed by the Officer in charge and submitted directly to the Duty Chief.



Programs

Standard Operating Guidelines (SOG)

Training Reports

Training reports shall be completed for each training event. The Officer in charge shall ensure that every member that participated in the training signs the report for credit. The Instructor for the event shall complete the report with a detailed narrative and length of the training. Upon completion the report will be filled in the “training reports” box for review by the Training Chief and then entered into the Firehouse RMS.

Security

SPFD members authorized to enter reports are prohibited from sharing their personal log on information. At no time will any employee log into the Firehouse RMS system using another member’s login credentials. Members entering reports along with their perspective supervisor will be responsible for the content of information documented in the incident reports.

Quality Control

All RMS reports are subject to a quality assurance review. The Career Assistant Fire Chief and the Human Resources Director are responsible for conducting a quality assurance check of all entered reports. If a problem exists with any entered report it will be their responsibility to contact the initial member and correct the report by close of the following shift.

Repeated errors with report entering will be brought to the attention of the Duty Chief and it will be his/her responsibility to correct the problem. If the problem persists, additional training and or disciplinary action may be taken.

No officer or staff members is authorized to delete or modify any report that has been properly assigned through the quality assurance check. Only the Deputy Fire Chief or the Fire Chief is authorized to approve amendments, modifications, or the deletion of any entered report from the Firehouse RMS system.

References

Firehouse RMS Instructional Manual.

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