Fauquier County Department of Fire Rescue

OPERATING PROCEDURE	No. 108

Incident Reporting

Effective Date: May 30, 2017 Revision Date: October 23, 2020	Page 1 of 3 Forms:

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PURPOSE

To prescribe procedures for reporting incidents to which Fauquier County Fire Rescue personnel respond.

SCOPE

This procedure pertains to Fauquier County Department of Fire, Rescue, and Emergency Management (DFREM) career operational members.

I.   PROCEDURE

A. It must be understood by all employees that the written reports of incidents have several functions. Reports may be used by other health care providers in the treatment of patients, reports may be subpoenaed for court action, and written reports maybe used to determine personnel training needs. Additionally, fire incident reports may be requested by insurance companies as well as business owners and homeowners.

    1. EMS REPORTS

        a. EMS reports are first and foremost a medical document and must be treated as such. They are intended to be a detailed record of situations found, and treatments given, so that the receiving medical facility understands any pre-hospital care administered and pertinent history of the case may be relayed to the facility.

        b. Direct patient care may involve any aspects of the health care of a patient, including treatments, counseling, self-care, patient education, and administration of medication. All patient care shall be documented.

        c. If the provider does NOT engage in direct patient care then there is no need for an EMS patient care report. An example of this would be*; asking persons involved in a motor vehicle accident if they are hurt.*

d. EMS reports are subject to QA/CQI as prescribed by the Virginia Office of Emergency Medical Service. EMS reports will be prepared in the appropriate manner (i.e. electronically or in written form). These reports will then be available to the receiving facility through the Hospital Hub program.

e. A report will be prepared for any situation where a unit is dispatched and personnel advise the communications center that they are responding.

f. If more than one patient contact is made during the course of the incident, a report must be prepared for each patient.

g. Upon transferring care to hospital personnel, the EMS provider will obtain a signature from hospital staff in the Transfer of Care section of the report.

2. FIRE REPORTS

a. All fire reports shall be completed as soon as possible with factual information.

b. The station officer is responsible for the completion of all of the station's fire reports for the shift.

c. If there is no station officer assigned to the shift, the lead technician will be held accountable for the station's fire reports.

d. In the event that a unit is an all-volunteer unit, the senior volunteer will be responsible for their portion of the report.

e. The primary responding unit shall be responsible for the main body of the fire report (e.g. first due engine)

II. **REPORTING DEADLINES**

A. All reports will be completed prior to shift change or in the case of 12 hour stations, prior to the unit being unstaffed for the day.

B. Exceptions-It is understood that there will be situations where, because of the number of calls, etc., reports cannot be completed in the prescribed time frame. Under these circumstances an exception may be granted by the on duty battalion chief or in his/her absence, the senior officer present.

C. The battalion chief or the senior officer present WILL be notified if any report cannot be completed prior to the end of the shift.

D. Personnel who fail to complete reports in a timely manner are subject to disciplinary action as outlined in departmental procedures and/or Fauquier County Human Resources policy.

E. If a reporting computer fails, the crew shall contact the on duty Battalion Chief. They will be given a spare and required to complete the report on ImageTrend Elite Dashboard.