


SOG# 505-13	Standard Operating Guideline		
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Incident Reporting Management</p>	Approved By	
		Steven Parrish, Fire Chief	
		Revised Date	Effective Date
		November 1, 2015	May 21, 2018
		June 17, 2021	

1.0 PURPOSE:

The purpose of this guideline is to establish a uniform procedure for incident reporting and the current Report Management System (RMS), Emergency Report® of the Cumberland Road Fire Department (CRFD).

2.0 PROCEDURE:


A report shall be generated and completed for all incidents that a CRFD unit is dispatched and responds to, whether a CRFD unit arrives on a scene or is canceled en route.

All incidents will be entered into the department's RMS according to the Emergency Reporting instruction manual. Incident reports should be entered as soon as possible. Incidents after 11 pm can be documented later but no later than the end of the shift. No incident reports will be held until the next shift or scheduled work assignment. In the event that the CAD interface is down, time may be allowed for the interface to reactivate and generate a report. If the report has not been generated within 24 hours of the CAD interface returning to functionality, a report shall be manually generated by CRFD staff utilizing the run report provided by dispatch.

Any dispatched incident that a CRFD unit does not check en route to (i.e., canceled before checking en route, CRFD unavailable, and next available is posted) shall be documented on the "Invalid Reports" list available on the "File Shares" drive ("R" Drive: Operations Folder: Invalid Reports). The reporting member shall document their name, the incident number, alarm date and time, incident address, and reason for no-response.

3.0 RESPONSIBILITIES:

The Shift Captain in charge shall be responsible for ensuring all incident reports are entered promptly and before the end of their shift. The Shift Captain shall be responsible for the completeness and accuracy of the information being entered. **Effective November 1, 2015**, the Shift Captain shall be responsible for reviewing

SOG# 505-13	Standard Operating Guideline		
	<h2>Cumberland Road Fire Department Inc.</h2> <p>Incident Reporting Management</p>	Approved By	
		Steven Parrish, Fire Chief	
		Revised Date	Effective Date
		November 1, 2015	May 21, 2018
		June 17, 2021	

all incident reports that occurred during their shift and shall (RA: Report Authorization) upon completion.

On or before the 5th day of each month, all incident reports from the preceding month shall be (QC: Quality Control) by the department's QC designee(s). Any issues, problems, or concerns with the incident report shall be addressed and corrected ASAP. Invalid reports shall be corrected by the member who made the report or deleted by a Chief Officer or the QC designee(s) only.

On or before the 15th of each month, all incident reports from the preceding month shall be reported to the USFA-NFIRS data collection center via web-based reporting tools. Once the data has been imported to USFA-NFIRS, a notice shall be generated to check for any remaining invalid reports. If any, all invalid reports shall be corrected, and another import made to USFA-NFIRS.