



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

In order to document the calls for service of the Russellville Fire Department, to maintain compliance with national and state reporting and to provide statistical data from which to make administrative decisions, this policy is intended to outline the criteria for accurate, consistent and defensible reporting.

POLICY

Company Officers shall be responsible for completing incident reports in ESO Software for incidents within their respective Fire Management Area (FMA). Battalion Chiefs shall be responsible for ensuring the reports are completed before shift change.

An NFIRS incident report shall be completed for every call for service. A call for service may include non-emergency responses per NFIRS definitions. In addition to NFIRS reporting, an ESO EMS incident report shall be completed for medical responses. In certain cases, it shall be the responsibility of the Paramedic to complete the incident report. Battalion Chiefs and/or designee shall be responsible for Quality Control checks of incident reports filed by company officers under their command. An incident report shall also be completed in the event of cancellation while en-route.

All incident reports shall comply with the following guidelines:

- Captains shall enter and complete all incident reports in ESO and shall have full responsibility for completeness and accuracy of all data and information.
- All incident reporting shall be completed prior to leaving shift duty.
- NFIRS coding, i.e., Incident Type, shall be consistent with call for service.
- For Incident Type, codes ending in "0", or "Other", shall not be used.
- Each unit shall be coded for individual enroute, arrival and cleared time.
- Proper grammar shall be used in the incident narrative.
- The use of all upper case shall be prohibited when typing the narrative.
- The use of all lower case shall be prohibited when typing the narrative.
- All narratives shall be checked for spelling accuracy.
- Personal patient information shall be entered under patient narrative.

Approved

Fire Chief

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