



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

In order to document the emergency response activities of the Russellville Fire Department and to provide statistical data from which to make administrative decisions, this policy is intended to define the need for reports and emergency incident numbers to be assigned for all RFD responses.

POLICY

Captains or their designee shall be responsible for completing the RFD incident reports in the ESO records management software (RMS) system.

The On-Duty Battalion Chief shall be responsible for ensuring the reports are completed before shift change.

Paramedics shall be responsible for completing the EMS Report for each EMS incident response.

An incident number shall be assigned and an incident report shall be completed for every call that is "toned out" by 911 Dispatch. (If a unit is toned out to move to another station, no run number will be assigned, and no report will need to be completed.)

The incident report shall be completed, even if RFD unit(s) do not reach the scene of the call, if canceled while enroute. An RFD unit shall continue to the scene of all false alarms within the city limits of Russellville to investigate the nature of the false alarm, and to obtain information for the report.

Service calls and citizen assists that do not originate within the 911 system require an incident number and report completion.

All incident reports must comply with the following guidelines:

- Captains or Acting Captains shall complete or oversee the completion all incident reports
- All capital letters should not be used when typing the narrative.
- Always check for spelling accuracy.
- Review for proper grammar.
- Reports must be completed before going off duty.
- Arrival times and cleared times should be accurate. All units do not arrive on the scene or go back in service at the same time.
- Avoid using codes that end in "0."
- Incident codes should be determined by what was performed at the scene, not necessarily what dispatch toned the engine for.

Approved

Fire Chief

1 of 1