

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1404
	SECTION: 1400 General Orders	
	SUBJECT: Incident Reporting System	
	November 19, 2020	
	<i>Tom Whitt</i>	

Purpose: To provide a standard for the management of the district's incident reporting system and to establish uniform protocols for the recording of incident based data.

Scope: All personnel shall observe these instructions when using or managing the district's incident reporting system (Firehouse software).

Procedure:

The company officer or acting company officer on duty at the time of incident shall be responsible for the proper generation of incident reports. All incidents shall be entered into the Firehouse Software database. Incident numbers will be generated by NetCom and *may* be auto-populated into Firehouse. In the event the incident is not populated into Firehouse, the company officer or acting company officer must enter the report data manually. The officer may obtain the incident times and data by either phoning NetCom, or by locating the report in the View Only CAD reporting database.

1. The first due-in company officer shall create and author the associated incident report. Supplemental narratives from additional officers participating in the incident may be needed for perspective, significant observations, and/or operational details regarding the incident. Supplemental narratives shall be entered into the appropriate area of the incident report by the involved officer, in coordination with the officer responsible for creating the report.
2. All incidents should be entered and completed as soon as possible after an incident, and **must be completed prior to the officer going off duty**. Just because the incident hasn't auto-populated, does not relieve the officer of the duty to complete the report prior going off duty.
3. Incident reports shall provide a detailed account of the incident in the narrative section. Reports shall also include the listing of all resources, both apparatus and personnel, utilized or mobilized for the incident. Medical incidents should include basic details of actions taken without violating HIPPA laws regarding patient health privacy.

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4. Company officers should make every attempt to document the name and date of birth of all individuals involved in the incident, including reporting parties, patients, witnesses, or any person(s) directly involved.
5. On incidents involving vehicles or other mobile equipment, company officers should document the year, color, make, model and license plate number of the involved vehicles.
6. All fire incidents shall be reported to the State Fire Marshal's office on a quarterly basis by calendar year. The quarters are:

January, February, March	=	1st quarter
April, May, June	=	2nd quarter
July, August, September	=	3rd quarter
October, November, December	=	4th quarter

The quarterly report shall be sent to the state by the 15th of the month following the last day in the quarter.

7. Mutual aid incident reports
 - A. When responding to other fire agencies for mutual aid or auto aid incidents, we will generate a Scotts Valley Fire Protection District incident report. The incident number will be that which was assigned by NetCom for the incident.
 - B. Upon returning to quarters, the company officer shall promptly complete all incident reports as needed.
8. Incident Numbering
 - A. CAD will automatically assign number to all incidents. Each incident number begins with the agency 3 letter MACS ID followed by the last two digits of the year, then the sequential incident number.
Example: *SCO19000001234, CZU19000001234*
 - B. When entering an incident number into Firehouse, the method used is modified due to the limited number of characters allowed. The 3 letter ID is dropped and replaced with a 2 digit number that correlates to the agency's numbering sequence. Example: *An incident in SCO would be entered in Firehouse as 19-2501234, A CZU incident would be 19-1701234 etc.*