



## HEMPFIELD FIRE DEPARTMENT – ADMINISTRATIVE

### 100.8 – INCIDENT REPORTING

**ISSUED:**

January 25, 2021

**REVISED:**

#### **PURPOSE:**

This policy will provide standardized and consistent incident reporting techniques for every emergency incident, public service detail, and fire and life safety detail that takes place within the Hempfield Fire Department

#### **SCOPE:**

This policy will extend to every emergency incident, public service detail, or fire prevention detail that takes place within the Hempfield Fire Department. It is the responsibility of all members of the Hempfield Fire Department to ensure that accurate and swift reporting techniques are employed for every emergency incident, public service detail, and fire and life safety detail that members of the Hempfield Fire Department respond to or participate in.

#### **ENFORCEMENT:**

The Fire Chief and all Hempfield Fire Department Officers within the department are ultimately responsible for ensuring the accuracy of every incident report for the Hempfield Fire Department. All reports are required to be completed within twenty-four (24) hours of the emergency incident, public service detail, or fire and life safety details completion. Any person deviating from this policy may be required to submit, in writing, an explanation for deviating from this policy to the Fire Chief within five (5) days.

#### **GENERAL:**

As of July 2019, all fire stations with the Hempfield Fire Department have been included under one FDID number for NFIRS Reporting purposes. Through the adaptation of one single NFIRS number to allow for a standardized approach to not only incident reporting, but also data interpretation. As such it is vital that each company accurately reflect the information require for each incident that members of the Hempfield Fire Department participate in. All incident reports must be completed within twenty-four (24) hours of the completion of the incident, and deviation may warrant written documentation to the Hempfield Fire Department Fire Chief.

Hempfield Fire Department Members whom have been granted access to the Emergency Reporting Program will be assigned a unique program login that will be assigned only to that individual. Caution

should be exercised to not share this login information with any other individuals. This login information will be used as official credentials for the system that will link individuals within the history of the reporting software.

## **PROCEDURE:**

Based on the size and complexity of Hempfield Township, the Hempfield Fire Department may have multiple stations assigned to incidents within Hempfield Township including neighboring agencies who are responding as part of an established mutual aid agreement. As such it is possible that multiple Hempfield Fire Department stations may also respond outside of Hempfield Township as part of similar mutual aid agreements with neighboring agencies. Completion of each incident report should follow a tiered base approach for completion of the report. It is imperative that the incident reports are completed by personnel that are directly involved in the incident, reports should not be completed by individuals who are not associated with the incident. Narratives shall be completed by the Station Officer/Acting Officer or the individual assigned a specific command staff function for the incident. It should also be noted that there is an established incident report history that will tie the specific user name and login of the member to the incident, it is imperative that the history matches the individual's credentials that is associated with their unique login information.

1. Station Officer/Acting Station Officer
  - a. The Station Officer/Acting Station Officer is responsible for completing the incident report based on functions or positions assigned to the company, including but not limited to:
    - i. Personnel assigned to apparatus including roles assigned to the firefighters assigned to the apparatus under Basic Info 4 on Emergency Reporting
    - ii. Apparatus/Assigned position narrative under Narrative on Emergency Reporting
2. Section Officer
  - a. A responding officer or individual assigned a specific function with regards to the incident (i.e., Safety Officer, Accountability, etc.) should complete a narrative based on actions taken within that specific incident function.
    - i. Function narrative under Narrative on Emergency Reporting
3. Incident Commander
  - a. The Incident Commander is responsible for completing and reviewing the incident report prior to completion of the incident report. It is important to note that the entire incident report must be completed with twenty-four (24) hours of the incident completion.
    - i. Incident Info under Basic Info 1 on Emergency Reporting
      1. Station selection based on the home company response area
      2. Date should be auto populated
      3. Incident number should be auto populated
      4. Dispatch Run number should be auto populated
      5. Incident Type should be selected based on what was found with the incident upon arrival
    - ii. Aid Given or Received should be completed
      - a. None if no outside fire departments are involved in the incident
      - b. Automatic Aid Given if a Hempfield Fire Department Station is automatically dispatched to a neighboring department jurisdiction

- c. Automatic Aid Received if a neighboring department is assisting a Hempfield Fire Department Company
    - d. Mutual Aid Given if a Hempfield Fire Department Company is added to an outside agency incident
    - e. Mutual Aid Received if an outside agency is added to a Hempfield Fire Department Company incident
    - f. Other Aid Given if extenuating circumstances exist for the incident.
  - 7. Hazmat Released should be completed based on what is found at the incident
- ii. Questionnaire Info under Basic Info 2 on Emergency Reporting (information required will vary based on the type of incident selected in Basic Info 1)
  - 1. There were civilian casualties (if fire incident is selected)
  - 2. There were fire service casualties should be completed for any firefighter injury or death associated with the incident
  - 3. I wish to record information about people involved should be completed when any information about any persons associated with the incident is obtained, may involve multiple individuals
    - a. Involvement in the incident
    - b. Name (First, Middle, and Last)
    - c. Date of Birth
    - d. Business Name if applicable
    - e. Telephone number
    - f. Address of the person
  - 4. There was equipment involved in ignition (if a fire incident is selected)
  - 5. There was mobile property involved in ignition (if a fire incident is selected)
  - 6. There were fire suppression factors (if a fire incident is selected)
  - 7. A person under the age of 18 was involved in ignition (if a fire incident is selected)
  - 8. Structure Type (if a fire incident is selected)
  - 9. Presence of Detectors (if a fire incident is selected)
  - 10. Automatic Extinguishment System Presence (if a fire incident is selected)
  - 11. Cause of Ignition (if a fire incident is selected)
  - 12. Special Studies information may or may not be present, if present the required for incident report completion
- iii. Incident Information under Fire 1 on Emergency Reporting (if fire incident is selected)
  - 1. Property Details required for completion of the incident report
    - a. Estimated number of residential living units in building of origin
    - b. Number of buildings involved
    - c. Acres Burned (outside fires)
  - 2. On-site Materials or Products must be completed
- iv. Incident Information under Fire 2 on Emergency Reporting (if fire incident is selected)
  - 1. Ignition
    - a. Area of origin (select from drop down list based on conditions found during incident)

- b. Heat source (select from drop down list based on conditions found during incident)
    - c. Item first ignited (select from drop down list based on conditions found during incident)
    - d. Type of materials first ignited (select from drop down list based on conditions found during incident)
  - 2. Factors Contributing to Ignition
    - a. Factor contributing to ignition 1 (select from drop down list based on conditions found during incident)
      - i. If more than one factor, add additional information
    - b. Human Factors contributing to ignition (select one)
      - i. None
      - ii. Possibly impaired by alcohol or drugs
      - iii. Possibly mentally disabled
      - iv. Age was a factor
        - 1. Estimated age of Person Involved
        - 2. Male or Female
      - v. Asleep
      - vi. Unattended person
      - vii. Physically disabled
      - viii. Multiple persons involved
- v. Incident Information under Fire 3 on Emergency Reporting (if fire incident is selected)
  - 1. Equipment Involved in Ignition
    - a. Type of Equipment (select from drop-down list based on conditions found during incident)
    - b. Brand
    - c. Model
    - d. Serial Number
    - e. Year (yyyy)
    - f. Equipment Power Source (select from drop-down list based on conditions found during incident)
    - g. Was equipment portable or stationary
  - 2. Fire Suppression factor 1 (select from drop-down list based on conditions found during incident)
- vi. Incident Information under Structure Fire 1 (if fire incident is selected)
  - 1. Building Status
    - a. Building Status
  - 2. Building Height
    - a. Total stories at or above grade (street level view)
    - b. Total stories below grade (below street level view)
  - 3. Main Floor Size
    - a. Length in feet
    - b. Width in feet
- vii. Incident Information under Structure Fire 2 (if fire incident is selected)
  - 1. Fire Origin

- a. Story of origin
  - 2. Fire Spread
    - a. Fire spread (select from drop down list based on conditions found during incident)
    - b. Record information about stories damage by flame
  - 3. Material contributing most to flame spread
- viii. Incident Information under HazMat 1 (if Special HazMat actions required or spill  $\geq$  55 gal is selected)
  - 1. Material Released
    - a. Select inside the structure or outside
    - b. Story of release
    - c. Cause of release (select from drop down list)
    - d. Factors contributing to release
      - i. Must enter at least one factor from a drop-down list, may enter up to three factors
    - e. Factors affecting mitigation
      - i. May enter up to three different factors or impediments that affected mitigation of the incident from a drop-down list
  - 2. Equipment Involved in Release
    - a. May select none
    - b. Equipment type (selected from a drop-down list)
    - c. Brand
    - d. Model
    - e. Serial number
    - f. Year
  - 3. Mobile Property Involved in Release
    - a. May select none
    - b. Type selected from a drop-down list
    - c. Make selected from a drop-down list
    - d. Model
    - e. Year
    - f. License plate number
    - g. State
    - h. DOT number/icc number
- ix. Incident Information under HazMat 2 (if Special HazMat actions required or spill  $\geq$  55 gal is selected)
  - 1. Materials Released Effect on Surroundings
    - a. Population density
    - b. Affected area
    - c. Area evacuated
    - d. Number of people evacuated
    - e. Number of buildings evacuated
  - 2. Actions Taken and Disposition
    - a. May enter up to three different actions taken (select from a drop-down list)
    - b. HazMat disposition (select from a drop-down list)

- x. Incident Information under HazMat 3 (if Special HazMat actions required or spill  $\geq$  55 gal is selected)
  - 1. Add name(s) of all hazardous materials involved
    - a. UN Number
    - b. DOT Hazard Class
    - c. Chemical Name
- xi. Incident Information under HazMat 4 (if Special HazMat actions required or spill  $\geq$  55 gal is selected)
  - 1. Found under adding name of hazardous materials
  - 2. Type of Material
    - a. Note if material was release first
    - b. Chemical code (select from a drop-down list)
    - c. Chemical name
    - d. UN Number
    - e. DOT Hazard Classification (select from a drop-down list)
    - f. CAS Registration Number
  - 3. Container Type
    - a. Container type (select from a drop-down list)
    - b. Estimated container capacity
      - i. Select unit's capacity from a drop-down list
    - c. Estimated amount released
      - i. Select unit's capacity from a drop-down list
    - d. Physical state when released (select from a drop-down list)
    - e. Released into (select from a drop-down list)
- xii. Incident Narrative
  - 1. The Company Officer/Acting Company Officer shall complete the incident narrative for the apparatus and crew under their purview
    - a. Caution should be taken to ensure a professional and organized report that should be consider an official document
  - 2. Individuals assigned to a specific function (i.e. Safety Officer, Accountability, Division, etc.) shall complete an incident narrative based on actions taken during their assignment
    - a. Caution should be taken to ensure a professional and organized report that should be consider an official document
  - 3. Incident Commander should complete an incident narrative based on their perspective of the incident
    - a. Caution should be taken to ensure a professional and organized report that should be consider an official document
- xiii. Files
  - 1. Any photographs obtained as a means of incident documentation shall be added in this section
  - 2. Any documents associated with the incident shall be added in this section
    - a. Safety Data Sheets, Law enforcement documentations, etc.
- xiv. Custom
  - 1. In some cases, there may be additional surveys that will be required to be completed

xv. Authorization

1. Once the final Company Officer/Acting Officer has completed their portion of the report the incident can be closed out for the review process
2. Members provide authorization access will be the only members capable of quality assurance for the report and final authorization for the report to be formally submitted