

# GLASGOW FIRE DEPARTMENT

## Standard Operating Guideline

<b>GUIDELINE: INCIDENT REPORTS</b>			<b>SECTION: 124</b>
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### PURPOSE

The purpose of this SOG is to state general provisions and responsibilities regarding the preparation and filing of incident reports. This information should include all actions and information gathered for all responses so that no matter who requests the information, it is complete up to and including if the case goes to court.

### INFORMATION REQUIRED FOR REPORTS

Incident Reports: These reports shall be completed and are the responsibility of the officer in charge of the station(s). This includes all information that is required for the proper reporting of the incident into the Firehouse program database and any information that may need to be given to the State Fire Marshal's Office or any other investigating entity.

### PROCEDURE

1. The first arriving engine/ladder pump operator on the scene of a working fire (house, car, grass, garage, etc.) will be responsible to complete the brief initial report on scene including all data on the sheet relevant to the response made. Once back at the station, this information will be given to the officer in charge for that station. The officer will then retrieve the CAD sheet from the copy machine or if need be can go or call dispatch to get the CAD sheet sent for the response. The officer in charge of the station that was first due will see that using all the information gathered that the incident is put into the Firehouse program. The person assigned by the station officer will be responsible for putting in the run; exception is for a fire as listed above, which shall be put in by the station officer. The information will include all highlighted information as well as putting the name of the owner or resident in the person/entity under the property and involvement heading and doing a narrative. In the units and personnel section, all units and personnel that responded as well as the time those individual units responded, arrived, were and personnel that responded cancelled, and left the scene will need to be put in as the units almost always have different times responding. Under additional reports areas such as fire casualty, dollar loss, hazardous materials, investigation and extrications should always be filled out on those responses that need it.
2. The person assigned to enter the run into the Firehouse program by the officer shall have been on the response they are putting in.
3. To help understand the Firehouse program, here are some information details:
  - a. *Alarm Time* is the time that the fire department is notified by dispatch.

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- b. *Dispatch Notified Time*: This is the time that the original call was answered in dispatch.
  - c. *Last Cleared Scene* is the time that the last unit leaves the scene.
  - d. *Incident Type*: what the original call was dispatched as.
  - e. *Narrative* is what you did and what you found, this is where you put down all information so that in two years you can retrieve all information and you can know exactly to some detail what you did. This you may need in court so put that information in considering that fact.
4. The station officer shall complete the report in the Firehouse program to include all the areas previously discussed including the investigation section of the cause and origin of the fire unless directed by the officer in command to not fill that area out, if the station officer was the one to do a cause and origin of the fire.
5. A digital copy of all CAD reports are kept on file at the dispatch center. Anytime a past report needs to be generated outside of what is contained within the Firehouse program a copy of the CAD sheet can be requested through the 911 director or his/her representative.