



Buxton Fire-Rescue

Administrative Policy

Subject: Reports (4)

Section/Number: NFIRS Incident Report Completion (1)

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Purpose:

To facilitate the prompt and accurate completion of NFIRS reports for all incidents handled by the department.

Policy:

1. Every call, regardless whether it is a fire or medical incident, will have a Fire Incident Number assigned by Dispatch.
2. Select work details will be assigned run numbers based on the type of detail (example: Fire Police traffic control detail will be assigned a run number, a fire prevention detail will not).
3. All NFIRS Reports shall be completed using Emergency Reporting.
4. For each incident number assigned by Dispatch a NFIRS report shall be completed. See below for who shall complete the NFIRS Report:
 - a. Medical Incidents: For all medical emergencies, where a Buxton Ambulance responds, the driver shall be responsible for completing the NFIRS Report.
 - i. Medical NFIRS Reports must be completed before the end of the assigned shift, or call, and not more then 24-hours after the incident was reported.
 - b. Second/Simultaneous Medical Incidents: For medical incidents where a Buxton Ambulance is not able to respond, the Full Time Firefighter/EMT on duty when the call takes place, shall be responsible for completing the NFIRS Report, with the same timeline established in bullet "i." above.
 - i. Example: If both Buxton Ambulances are unavailable and Standish Rescue handles a call, and there are no Buxton responders on the call, the on duty FT FF/EMT shall complete the report.
 - c. Fire Incidents: For all fire incidents, a paper payroll report shall be completed including a narrative of pertinent call information, and that report shall be either delivered to the Chiefs Office, or it shall be scanned into Drop Box. These NFIRS will be completed in the Chiefs Office.
 - i. Fire NFIRS Reports must be completed before the last day of the month.
5. All NFIRS Reports must be completed with accurate information including all apparatus and personnel that responded to the incident, and all information required by ER to complete a NFIRS Report to 100% Validation.
6. It is important to note that payroll for all paid-on-call employees is calculated by data entered into NFIRS Reports.
 - a. If an employee that responds to a Medical Incident does not/is not put in the NFIRS Report, s/he should not expect to be paid for the call.
 - b. Likewise, if an employee responds to a Fire Incident and does not return to the station to sign up on a paper payroll sheet, s/he should not expect to get paid for the incident.
7. Adherence to this Policy is required by all employees. If it is found that employees are not following the policy, disciplinary action will be taken against the employee according to the Personnel Policy.
8. It is the intent to move all incident reporting to ER by no later than January 1, 2017, for all incidents town wide.