



Buxton Fire-Rescue

Administrative Policy

Subject: Reports (4)

Section/Number: NFIRS Incident Report Completion (1)

Date Approved: August 20, 2016

Nate & Sle



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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. Each incident will be paid at a minimum of .50 hours. All additional time will be paid at .25 hour intervals.
3. 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).
4. All NFIRS Reports shall be completed using Emergency Reporting.
5. For each incident number assigned by Dispatch, a NFIRS report shall be completed.
 - 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 the bullet 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, the Incident Commander or designee shall complete the NFIRS report.
 - i. Fire NFIRS Reports must be completed after each incident and no later than 24 hours after the incident.
6. 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.

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7. It is important to note that payroll for all paid-on-call employees is calculated by data entered into NFIRS Reports, thus the in quarters time must be recorded in ER.
 - a. All employees that respond to a Medical Incident must ensure that they have been entered in the NFIRS Report or s/he should not expect to be paid for the call.
 - b. Likewise, all employees that respond to a Fire Incident must ensure that they return to the station and enter themselves in to the incident on the appropriate apparatus or s/he should not expect to get paid for the incident.
 - c. Work details and training that are not assigned an incident number will be recorded on a paper training/meeting roster and will be returned to the Chief's Office for entry in to ER.
 8. If the incident is not prepopulated in ER through the interface, the Incident Commander will contact dispatch for the appropriate times and run numbers to initiate a record. Once the incident record has been initiated, all employees that responded to the incident must ensure that they have been added to the incident or s/he should not expect to be paid.
 9. Incident records will not be locked until 24 hours after the call to ensure that employees can confirm/record their participation.
 10. 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.
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Policy History:

<i>Original Approval Date:</i>	<i>August 20, 2016</i>
<i>Review Date:</i>	<i>October 24, 2018</i>
<i>Revised Date:</i>	<i>December 31, 2018</i>