

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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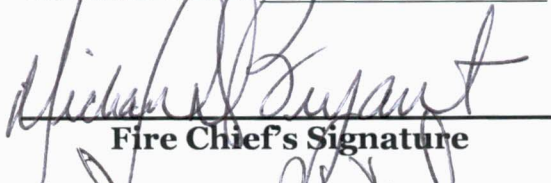
GENERAL ADMINISTRATION

SOP#: GA 12.00


Title: Incident Reporting

Effective Date: 02/02/2009

Revised Date: 06/16/2023



Fire Chief's Signature



City Manager's Signature

INCIDENT REPORTING

I. PURPOSE

To establish procedures for fire and EMS incident reporting and for properly recording Virginia Fire Incident Reporting System (VIFRS) data and the minimum data set required in the Prehospital Patient Care Report (PPCR) procedures as prescribed by the Virginia Office of EMS and accordance with section 32.1-116.1 of the Code of Virginia.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. POLICY

All Incident Reports will be completed and entered in the computer upon returning from the incident.

Incident Reports will be completed for every incident that the Fire Department responds to.

III. RESPONSIBILITIES

The Shift Supervisor shall ensure that Incident Reports are completed for each Fire and EMS incident and entered into the appropriate software. The Shift Supervisor is also responsible for checking all Fire and EMS Incident Reports for accuracy.

The Shift Supervisor is responsible for ensuring reports have been generated for all incidents.

The Deputy Chief is responsible for ensuring all VFIRS data is reported and that the data is exported to the VDFP on a monthly basis.

IV. PROCEDURES

The first-in engine company officer, upon returning from the incident, shall complete all pertinent sections of the fire report using the appropriate computer software.

When an engine is responding to a medical call for manpower, a Fire Incident report is required.

If a medic is responding to a fire incident, an ePCR is not required for the incident alone. The engine company officer will enter the medic unit response on the Fire Incident report. If there is a patient, an ePCR will be required for that patient and entered under the same incident number as the fire incident.

Fire Incident Reports must be completed prior to end of shift.

EMS Incident Reports will be completed by the Attendant-in-Charge. EMS Incident Reports must be completed within the Office of EMS required timeline.

All spelling must be correct. If in doubt, use spell check, check maps, directories, or dictionaries.