

MONTGOMERY COUNTY E.S.D. 9
Caney Creek Fire & Rescue



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Fire and EMS Reporting Policy

Purpose:

To provide a clearly defined procedure for the steps involved in completing the documentation and records maintenance required for all Fire and EMS calls responded to by Montgomery County E.S.D. #9.

Scope:

This policy is applicable to all employees of the Montgomery County Emergency Services District # 9 / Caney Creek Fire & Rescue.

Procedure:

A. All Fire and EMS Incident Reports will be completed within the department's records management system, Fire House, by the end of the duty shift. Data entry must be accurate and consistent in format with data utilized by the reporting system.

B. The In Charge at Station 81 will verify incident reports are completed for all incidents from Station's 81, 82, and 84 on their shift. The In Charge at Station 86 will verify incident reports are completed for all incidents from Station's 83, 86 and 87 on their shift. This review shall be done by the completion of the shift for calls which occur prior to 2100hrs. Calls later than 2100 hrs. Shall be reviewed no later than the next shift. For incidents which occur on the last day of the tour, the review shall be completed before the end of the shift.

C. The Battalion Chief assigned to Fire House will update the missing reports list when on duty. All missing reports will be placed in an Excel file on the public drive, labeled "Missing Reports." All members will be able to access the missing reports file. The missing reports at the end of each month, after being checked, will then be forwarded to the Deputy Chief.

D. When entering Missing Reports, you must ensure the date and times reflect what the C.A.D. notes show. Make sure you select the proper date when entering the report. Ensure the personnel and Apparatus dispatched are correct and the times match. When entering the narrative, ensure you give a detailed description of actions performed, and what was witnessed while on scene.

E. Failure to follow the Fire and EMS reporting Policy is subject to immediate disciplinary action.

Approved 5/25/2016

Raymond Flannelly