S.O.P. #:   400-24

SUBJECT: FIRE INCIDENT REPORTING SYSTEM

DIVISION: EMERGENCY OPERATIONS

OBJECTIVE: To outline procedures for the completion of Fire Incident Reports.

DEFINITIONS:

1.   Primary Responding Company - that company in whose first due district the incident occurs or the first arriving company in the event that the first-due company fails to respond or reach the scene. This may also be the only company alerted. See APPENDIX A "How To Determine Primary" for further explanation.

2.   Exposure - a fire resulting from another fire outside that building, structure, or vehicle, or a fire that extends to an outside property from a building, structure, or vehicle.

   a.   Example, if the building fire ignites a truck parked outside, the truck fire is an exposure fire.

   b.   In buildings with firewall separations, treat the fire spread from one separation to another as an exposure.

   c.   Do not treat multiple ownership of property within a building (e.g., condominiums) as exposures, unless separated by fire-rated compartments.

   d.   Single ownership of like items (ex. Cars in a dealer's sales lot) are not considered exposures.

3.   Out of Jurisdiction - outside the borders of Baltimore County.

4.   Mutual Aid - assistance rendered to or received from a unit or company that is based outside the borders of Baltimore County.

5.   Incident - a request for assistance from the public for which an incident number is generated by the 911 Center.

6.   Alerted – a company has been notified and assigned to an incident.

7.   Toned – a volunteer company, which has elected to do so, may have the pager system activated for an incident without being assigned.

Section 1:   General Reporting Policies

A.   Administrative Policies

   1.   Identification Numbers

      a.   To be reported as attending an incident, a member must have been assigned an ID number issued by the Baltimore County Fire Department.

      b.   ID numbers are unique to the individual, and are never re-issued.

      c.   No individual shall have more than one ID number.

d.   To obtain an ID number follow the procedure outlined in the Incident Reporting Procedures and Training manual.

e.   Name changes shall be reported and updated in the same manner as other Fire Department records. (See SOP Personnel 17, Form 135 or the BCVFA Member Data Form)

f.   Inactive or deceased members must remain in the database.

2.   EMS Patient Data/HIPPA Protected Information

a.   The EMS Module is a separate area for the inclusion of patient specific data

b.   No patient specific information, such as name, home address, telephone numbers, nature of illness or injury, shall be included in any incident narrative or unit notes.

3.   Reports generated from NFIRS Data

a.   Standardized reports, as approved by the Chief of the Department, shall be available to authorized members.

b.   From time to time, new reports may be generated. To request a new report or to add a report to the existing standardized list see the Incident Reporting Procedures and Training manual.

c.   "One time" reports shall be requested following the procedure outlined in the Incident Reporting Procedures and Training manual.

4.   Updates to the NFIRS Database

a.   Phantom Box updates, including adding or removing streets, shall be made through the Mapping Coordinator (See SOP 400-05) after approval through normal channels.

b.   Maintenance of a "Saved Group" in the Personnel Module is the responsibility of both the Career and Volunteer Company Officers.

5.   Help Desk

a.   All issues where help is needed shall follow the procedures outlined in the Incident Reporting Procedures and Training Manual.

6.   Templates

a.   Refer to the Incident Reporting Procedures and Training Manual to request a new template.

B.   An Incident Report shall be completed whenever a unit is **alerted** for an incident, whether in their first alarm territory or not, or is alerted for a standby detail or for a fill-in/transfer detail. .

1.   Incident Reports must be filled out completely for all incidents in which a unit is **alerted**, even when cancelled prior to response.

a.   See APPENDIX B "Incident Reporting Matrix" for specific reporting requirements.

b.   All Incident Reports will use the same incident number as assigned by Dispatch to all companies alerted for the incident.

c.   To ensure accuracy of the data, Incident Reports shall be completed as soon as possible after the unit returns from the incident but are required to be completed within seven (7) days.

2.   FID Investigator

a.   When an FID Investigator responds to an incident, it shall be the responsibility of the Investigator to enter the causal information.

b.   When the incident is under investigation the Primary Unit shall leave that information at its default settings. Only FID personnel are authorized to update these fields.

c.   When an FID investigator responds to an incident the investigator shall complete and lock the Arson Module.

3.   Exposure Reports

a.   Exposures only occur where there is a fire (Incident Type 111 through 118).

b.   To identify exposure damage, an additional Incident Report must be completely filled out for each and every address receiving damage.

c.   The Exposure Report(s) shall be completed by the Unit assigned by the Incident Commander.

4.   Mutual Aid; Responding Out of Jurisdiction

a.   The Primary Responding Company shall be determined in accordance with Appendix A "How To Determine Primary".

b.   Each additional responding <u>unit</u> shall complete a "unit report" when responding to an incident in another jurisdiction.

c.   Phantom Box Number.

1)   Shall be filled in by the CAD System or

2)   Shall be obtained from Fire Dispatch if CAD is not functioning.

5.   The Hazmat Module shall only be completed by the HazMat Unit or a Hazmat Satellite Unit.

C.   Emergency Medical Services

1.   A member of the EMS Unit shall complete an incident report for each response that their unit is **<u>alerted</u>** for.

2.   Other station members may assist with the completion of the report at the direction of an officer.

3.   EMS Units shall follow the same rules (See Appendix A) for determining the Primary Unit as Fire Suppression except that the Medic Unit is never the Primary Unit if a suppression unit **arrives and functions** on the scene (not just dispatched).

4.   EMS District Officers may be the Primary Unit if they are the only county unit to arrive on the scene and will be required to complete the Primary Report under these circumstances.

Section 2:   Casualty Reporting

A.   Firefighter Casualty Reporting

1.   The member's responding unit is responsible for the completion of the Fire Service Casualty Module (except when a Fire Department Safety Officer or designee responds to investigate the injury or death).

B.   Civilian Casualty Reporting

1.   A civilian injury or death as a result of a fire shall be reported by the Primary Responding unit.

2.   If you are giving mutual aid and your unit is the only one on the scene you shall complete the Civilian Fire Casualty module.

APPENDIX A
How to Determine Primary

Section 1. Suppression Incidents with or without Medical units.

1. If it is your phantom box area and you arrived on scene, you are primary.

2. If it is your phantom box area and dispatch cancels all units you are primary. If you are "no response" and another unit does respond, that next due unit shall complete the Basic module (Incident Type 611) and indicate the circumstances in the Incident Narrative.

3. If it is your phantom box area, you are cancelled and another unit arrives on scene, the first arriving unit will be primary.

4. If it is your phantom box area and you were cancelled by another unit, the unit that cancelled you will be primary.

5. If you are filling in another station and called out on a response call in their phantom box area, you—the unit filling in—are primary.

6. If you are the only unit alerted from Baltimore County for a mutual aid call (into another jurisdiction), you are primary whether you arrive on scene or not.

7. If more than one Baltimore County unit is alerted for a mutual aid call (into another jurisdiction) and no Baltimore County units arrived on scene, the first due unit is primary.

8. If more than one Baltimore County unit is alerted for a mutual aid call (into another jurisdiction) and one or more units arrive on scene, the first arriving unit is primary.

9. If more than one Baltimore County unit is alerted for a mutual aid call (into another jurisdiction) and dispatch cancels all units, the 1st due unit from Baltimore County is primary, even if you are a no response.

Cont'd APPENDIX A
Section 2: Medical Incidents with suppression units

1. Any time a suppression unit is alerted on a medical incident, the suppression unit will be primary provided that they arrive on scene and function.

2. Follow rules for primary listed under Section 1.

Section 3: Medical Incidents without suppression units

1. In cases of single patients, the transporting unit will be primary. Transporting unit is defined as the unit that actually transports, handles a refusal or priority 4 patient.

2. In cases of multiple patients, the first arriving transporting unit will be primary. An EMS module must be completed for each patient.

3. If you are the only unit alerted from Baltimore County for a mutual aid call (into another jurisdiction), you are primary whether you arrive on scene or not.

4. If more than one Baltimore County unit is alerted for a mutual aid call (into another jurisdiction) and no Baltimore County units arrived on scene, the first due unit is primary.

5. If more than one Baltimore County unit is alerted for a mutual aid call (into another jurisdiction) and one or more units arrive on scene, the first arriving unit is primary.

6. If more than one Baltimore County unit is alerted for a mutual aid call (into another jurisdiction) and dispatch cancelled all units, the 1st due unit from Baltimore County is primary, even if you are a no response.

INCIDENT REPORTING MATRIX

MODULE ------→	BASIC	FIRE	STRUCT-URE FIRE	FIRE SERVICE CASUALTY	CIVILIAN FIRE CASUALTY	EMS	FID	HAZ MAT	UNIT AND PERSONNEL	INCIDENT NAR-RATIVE	UNIT NAR-RATIVE
Primary Unit - No Fire	Required	No	No	If From Your Unit	Not Applicable	If Needed	No	No	Re-quired	Required	Required
Secondary Unit - No Fire	No	No	No	If From Your Unit	Not Applicable	If Needed	No	No	Requir	Not Required	Required
Primary Unit - With Fire	Required	Required	If Structure	If From Your Unit	If Applicable	If Needed	No	No	Re-quired	Required	Required
Secondary Unit - With Fire	No	No	No	If From Your Unit	No	If Needed	No	No	Re-quired	Not Required	Required
Haz-Mat Unit orSatellite	If Primary	No	No	If From Your Unit	No	No	No	No	Re-quired	Re-quired	Required If Primary	Required
FID operating at the scene of a fire	No	No	No	If From Your Unit	No	No	Re-quired	No	Re-quired	Not Required	Required
Staff Unit	If Primary	No	No	If From Your Unit	No	No	No	No	Re-quired	Required If Primary	Required

*If your situation is not defined above then initiate the "Help" process for assistance