



City of Winter Park Fire-Rescue

Standard Operating Guideline

200.02

Title: Incident Reporting / Fire & EMS

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Purpose: To establish a procedure for Fire/Rescue personnel to follow when completing required Fire and EMS documentation of an emergency incident.

Scope: This procedure is to be followed by all personnel and shall be used as a guideline for completing incident, fire and civilian causality reports and all supplements to these reports.

General:

200.02.01. Fire Report:

Electronic Fire Reports shall be completed for all assigned responses of fire-rescue apparatus. The Electric Fire Reporting system utilizes the NFIRS V (National Fire Incident Reporting System Form V.)

All Electronic Reports should include a narrative comment as needed. The additional information will help to complete the report. Narratives should be written in proper English utilizing proper spelling, capitalization and punctuation. Abbreviations, whether medical or other, should never be used.

200.02.02. EMS Reporting:

Detailed EMS reports shall be filled out by the person in charge of patient care. In most cases, the report will be completed by a Paramedic. All other reports will be completed by the officer in charge of the First Due unit dispatched to the incident. When an incident is considered to be major, or serious, additional reports may be required.

It will be the responsibility of the person filing the fire or EMS reports to complete those electronic reports required for both agencies. The Company Officer or Incident Commander may designate an individual to enter the reports, but the Company Officer or Incident Commander is

ultimately responsible for the content and the completion of these reports. All reports must be completed prior to leaving of shift.

It will be the responsibility of the Shift Commander to review all FIRE reports generated into the system. The EMS Supervisors shall be responsible for the review and monitoring of the EMS reporting system.

Printed copies of electronic FIRE reports will be available through request to the Battalion Chief's office. These reports will only be available to the public during normal business hours (M-F, 8-5).

Printed copies required by other agencies will be generated on a weekly basis and sent to those requesting agencies. (Joint Response Agreement)

As stated in Section 401.30 of the Florida Statutes, all personnel shall follow the procedures listed below pertaining to the filing of FIRE and EMS reports.

F.S. Section 401.30

(2) Reports from service providers that cover statistical data shall be public records. The Department shall protect the privacy of patients in disseminating any such information. ANY RECORD REQUESTED BY THE DEPARTMENT FROM SERVICE PROVIDERS SHALL BE A TRUE AND CERTIFIED COPY OF THE ORIGINAL RECORD AND SHALL NOT BE ALTERED OR HAVE INFORMATION DELETED.

(3) Records on emergency calls that contain patient examination or treatment information shall have a privileged and confidential status and shall not be disclosed without the consent of the person to whom they pertain, but appropriate disclosure may be made without such consent to:

- **Hospital personnel for use in conjunction with the treatment of the patient.**
- **The Medical Director of the Department; or**
- **In any civil or criminal action, unless otherwise prohibited by law, upon the issuance of a subpoena from a court of competent jurisdiction and proper notice by the party seeking such records, to the patient or their legal representative.**



James E. White
Chief of Department