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## INCIDENT REPORTING & RECORDS SOG

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

### PURPOSE

The purpose of this SOG is establishing a guideline by which incident reporting is conducted and the procedure for ensuring its accurate completion.

### GUIDELINES

**RECORDS AND REPORTS** Incident Reports for EMS, fire calls, training reports, maintenance reports and any other records / reports are to be made out on the date of their occurrence.

**The Officer in charge of the incident is responsible for the accurate completion of the report being filed.**

**PERSONNEL SHALL:** File the proper reports for personal injury, vehicle accident or damage, equipment or building damage, training classes attended, or information regarding duty time such as the station log book, apparatus log book, EMS supplies used to restock the appropriate apparatus etc., on the date of the event-taking place.

Notify the Officer in Charge, or on call Chief Officer immediately of any injury to personnel, vehicle accident or damage thereto, or damage to the property of an individual or the property of the Fire Department.

When removing any blank report from out of the form supply shall check to ensure that it is not the last form available. If it is, that person shall make arrangements immediately for copies to be made or that the reorder of the forms is initiated.

Incident Reports will be processed into Firehouse by the on duty shift supervisor and the hard copy filed in the proper file folder.

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**Training Reports** • Training reports must be filled out for scheduled or unscheduled training.

The training reports will be located in the Radio room of the fire station.

Each member will sign his or her name, the type of training, and the hours earned.

These reports will then be put in the Training Officer's mailbox to be reviewed and signed. After review by the Training Officer the report will then be placed in the Training reports folder in the radio room for entry into Firehouse.

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