

BODEGA BAY FIRE DISTRICT
STANDARD OPERATING GUIDELINE

WRITTEN BY: GRINNELL

APPROVED BY:

NUMBER: 11

SUBJECT: INCIDENT CALL LOG/RECORD

DATE: 15NOV96

UPDATED: 29NOV03

All emergency incidents requiring a fire district member or equipment to respond to mitigate shall have a BBFPD fire report completed by the on duty Shift Officer. It is the responsibility of the shift Fire Officer to make sure each report is complete and accurate, should another member complete the report

All completed reports shall include all the related paperwork to the call. Related paperwork shall include hospital face sheet's, PCR's, billing forms, dispatch times and investigation information.

All reports shall be reviewed by the Operations Officer.

All completed reports shall be stapled together and placed in the Operations box for review and processing. No report shall be released to the public without the approval of the Fire Chief. Direct all person's interested in reports to the administration office.

All alarm numbers shall be generated from the District alarm log located in the Windows/Microsoft Office/Excel/year log. All alarm numbers shall begin with the year and then the incident number. (9600145)

The log shall include the following the information: Alarm number, date of the incident, time of incident, type of incident, location, transport, units and availability of last unit.

The type of incident shall be limited to the following types of incident's: MEDICAL AID, RESCUE, _____(type)_____ FIRE, SMOKE CHECK, INJURY ACCIDENT, NON-INJURY ACCIDENT, PUBLIC ASSIST, AGENCY ASSIST, ALARM SOUNDING, HAZARDOUS INCIDENT, INVESTIGATION, FALSE ALARM. Every type of call should be able to be listed under one of these headings.

Transport information shall also be provided: 811/1/PDH, RAS, AMA, 10-55 or N/A for fire incident.

The incident log shall also include the available time for the last unit on the incident. ie; 811 available at the hospital.

All reports and log information shall be completed promptly after the call. All reports and logs shall be completed prior to going off duty, unless approved by the Fire Chief.