

# **BODEGA BAY FIRE PROTECTION DISTRICT**

<b>STANDARD OPERATING GUIDELINES</b>	Article:	SOG # 1-33
	References:	CAIRS (California Incident Reporting System)
	Subject:	NFIRS Reports and CAIRS Reporting

All fire, medical, rescue and public assist calls require a completed Fire District NFIRS report. Anytime that any of the Fire District vehicles or personnel are required to respond and/or act, a Fire District NFIRS report shall be completed.

All Fire District NFIRS reports shall be completed on the Station computer program.

Medical related incidents where patient contact was made, requires a Fire District NFIRS and a Pre-hospital Care Report to be completed. Any medical related incident where the BBFPD ambulance was cancelled, and no patient contact was made, requires a Fire District NFIRS and a Cancellation Report generated on the PCR program.


The report shall be completed by the on-duty shift officer or his/her designee.

All Fire District NFIRS reports shall contain a copy of any important information concerning the call including; dispatch times, copies of the PCR, and any hospital forms. Any other related information should always be attached to the report.

The Fire District NFIRS narrative report shall not include protected medical information. The Fire District NFIRS narrative shall include the following information:

1. Date, time and type of incident
2. Address of incident
3. Incident description
4. Units on scene
5. Agencies on scene
6. Action of units
7. Times of units
8. Times of special events during the incident
9. Incident action
10. Incident mitigation
11. Incident close
12. Other incident related information.

All Fire District NFIRS reports shall be reviewed by the Operations Officer. Completed Fire District NFIRS reports shall be placed in the NFIRS box for review. After review, the Fire District NFIRS reports will be locked in the Administrative Office per BBFPD Rules and Regulations and HIPPA Regulations.

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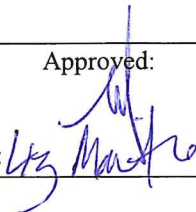
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The completed Fire District NFIRS reports shall be attached by staples at the top left corner. No report sheet shall be longer than 11 inches in length.

On a quarterly basis the operations officer or his/her designee shall prepare all BBFPD NFIRS information in a digital format and forward it to the California OSFM (Office of the State Fire Marshall) CAIRS reporting email address. CA OSFM is the central state collection point for NFIRS data that is then uploaded to the USFA (United States Fire Administration).

Instructions: Open and log into FireHouse Reporting Software. Go to FILE< select NFIRS 5 Reporting> select Export NFIRS 5 Transaction File< select Export completed transactions only< select Next< enter date range for export and ensure check boxes for Include and Records Flagged for Resubmissions or Deletion and Export Narrative Fields< Confirm output file:NIFRS\CA490101120\*\*.INC<select Next< Copy files to Removable Disk E< select Next< Select Finish< select Yes to continue with Export.

Open Disk E in Computer< Locate the file by creation date< Attach the file to an email and send to [CAIRS@fire.ca.gov](mailto:CAIRS@fire.ca.gov). You should receive a confirmation email stating that the file was received and a later email with any corrections that need to be made to NFIRS that would not upload.

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