

Bethel Fire Department

Run Reports and NFIRS

A-009

Purpose and Policy

The purpose of this policy is to establish guidelines for the uniform, comprehensive, and timely incident reporting for the Bethel Fire Department.

Scope:

This guideline applies to all members of the Bethel Fire Department that are responsible for filling out run reports and NFIRS forms.

Definitions:

Emergency Communication Center (ECC): The dispatch center for the Bethel Fire Department and uses the host name of State Dispatch.

National Fire Incident Reporting System (NFIRS): A tool that fire departments use both to report fires and other incidents to which fire department respond and to maintain records of these incidents uniformly.

Officer-In-Charge (OIC): The Officer that is in charge of the incident and the response.

Records Management Software (RMS): A software tool utilized to provide efficient and systematic control of the creation, receipt, maintenance, and use of records which capture the activities of the Bethel Fire Department and its personnel.

Guidelines:

Run Reports – Run reports are used to record information on scene. These include all fields that will be needed for NFIRS input in the RMS used by the Bethel Fire Department. These forms, located in Appendix A, will be filled out as totally as possible. They serve as backup to the data entered into the computer system for data management (RMS). **Do not neglect anything if available.** Some items are based on estimates if needed such as water used.

There are three (3) types of forms:

A). **Fire** – used for all incidents where fire is involved including structural fires, wildfire, vehicle fires, electrical fires, and so forth.

B). **Motor Vehicle Accident (MVA)** – used for all motor vehicle accidents. If a fire is involved, use both the Fire and MVA forms under the same incident number but for the separate information needed such as water used and so forth.

C). **Other** – This sheet catches all other responses not Fire or MVA.

The Run Form - is used to immediately document everything possible that will or might be needed in the future. It is used to correctly enter information in the RMS and, subsequently, the NFIRS.

Fill out the form in its entirety as best as possible!!!

A). Property owners, drivers, responsible parties' names and addresses will be recorded.

B). VIN numbers will be recorded as well as insurance information (including policy numbers), vehicle make and model, all of these will be recorded.

C). All equipment used, including disposable items such as oil dry, will be listed along with quantity used.

D). Water supply must be recorded along with an estimate of water used. This is especially true of water supplied by the Bethel Water System through hydrants.

E). The OIC shall insure that this information is recorded before leaving the scene. The Narrative section can be completed at the station on return but must be recorded before leaving the station as this information must be correct and accurate to the moment.

F). A written statement (narrative) will be required by all officers:

1. When the full NIMS system is deployed.
2. When there is injury or death to a citizen.
3. When there is property damage resulting from department activities to Town or department assets.

G). A written statement will be required by all members present on scene:

1. When there is a death or injury to any member of the department, town, or safety community.
2. When there is a death or injury to any member of the public after departmental arrival.
3. When the fire scene becomes a crime scene such as possible arson or other.

H). These written statements will be entered into the RMS under the members name that writes the statement. The paper copy will be signed and filed with the written Run Report(s) of the event.

F). When the forms are completed properly, the OIC will be listed as filling out the forms (on the old forms while the new ones that changed in the summer of 2024) with their contact information, and in the appropriate place on the new forms.

G) The OIC, or the Company Clerk will then enter this form into the RMS used for recording data in its entirety as listed below.

NFIRS Format Entry in the company RMS - is required to track the data needed for making many future decisions including budgetary. This is also the format reported to the NFIRS system for FEMA using pre-determined codes and a common language. This is also where any reports required for insurance or other reasons will come.

A). An NFIRS incident report shall be completed on all incidents that are issued an incident report number.

1. Reports shall be documented using the Department's Records Management Software installed on the Department's computer system.
2. Each report shall have all required fields and pertinent data fields completed fully and accurately.

B). NFIRS Report Instructions

1. Basic Tab: Complete all areas applicable to your incident and all areas prompted by the RMS. Enter the actual address of the incident and note in the narrative section if the actual address is different from the dispatched location.
 - a. The "Scene Address" field should reflect the actual incident address.
 - b. The "Aid Given" field should only be changed if Bethel Fire Department resources are operating on an incident scene with another fire department.
 - (1) Mutual Aid received – Example: Barnard Mini responds to the scene of a multiple alarm fire in Bethel.
 - (2) Mutual Aid given – Example: Bethel Tanker 1 responds to the scene of a multiple alarm fire in Barnard.
 - (3) Automatic Aid given
 - (4) None – Bethel Fire Department runs the call without assistance.
 - c. The "Station" field should reflect the station of the first arriving company.
 - d. The "Specific Property Use" shall represent the most accurate property use type as outlined in the most recent edition of the NFIRS Complete Reference Guide.
 - e. The "Incident Type" field shall be completed with the most accurate and detailed incident type as outlined in the most recent edition of the NFIRS Complete Reference Guide. Please Note: Incident type codes ending in "00" must be thoroughly documented with a complete written narrative explaining why the incident type was coded as such.
 - f. The "Actions Taken" field shall reflect the duties performed on the scene by responding fire department personnel.
 - g. The "Type of Alarm" fields shall be checked for accuracy.
2. Units and Personnel Tab: Complete all areas applicable to your incident and all areas prompted by the RMS.
 - a. All members on the apparatus shall be documented under the "Units-Personnel" field.
 - (1) Personnel shall be documented for the position they were in on the incident including:

- b. The “Units” field shall be checked for accuracy.
 - c. The “Aid Given/Received” field shall be completed to include:
 - (1) The mutual aid department name
 - (2) The mutual aid department incident number if available.
3. Response Tab: Complete all areas applicable to your incident and prompted by the RMS.
- a. The “Resources” field shall be checked for accuracy and amended to reflect all apparatus and personnel that were involved in the incident.
 - b. The “Estimated Dollar Loss & Value” field shall be completed with an initial estimate based upon available information (such as the Cities’ property database).
 - c. The “Casualties/Patients & Victims” field shall be completed to capture all information on civilian and firefighter injuries or deaths as a result of the incident.
 - (1) Fire Service and Civilian Fire Casualty Modules will need to be completed under the Additional Reports Tab for each individual noted in the field.
 - 2) Members injured on an incident must be recorded as a fire service casualty.
 - d. The “Detector” field shall be completed to document detector presence/absence and activation status if known.
4. Property and Involvement Tab: Complete all areas applicable to your incident and prompted by the RMS.
- a. The “Persons or Entities Involved” field shall be completed to reflect the name of the company, agency occupying, managing, or leasing the property where the incident occurred.
5. Additional Reports Tab: Accurately complete all supplemental reports (including Fire, Wildland, Civilian Fire Casualty, Fire Service Casualty, and Structure Fire tabs).
6. Incident Narrative: A brief incident narrative shall be completed on all incidents.
- a. A narrative will be completed by all emergency units deployed (engines, tankers, rescue, etc.) on an incident assigned to perform a task other than waiting in staging.
 - (1) Each company officer or RTS personnel shall complete a detailed narrative under their respective Unit Narrative field to document their actions at an incident.
 - b. The incident narrative shall answer the following questions:
 - (1) What happened?
 - (2) Whom did this happen to/who was involved?
 - (3) Where was the involvement or location?
 - (4) When did things happen? (Sequence of events)
 - (5) What did you find upon arrival?
 - (6) What did you do? (Services provided)
 - (7) What was the disposition of the event?

7. Incidents involving alarm panels shall indicate what the panel indicated upon arrival, what actions were taken during investigation, what was found to be the cause of the alarm, the status of the alarm panel when units left the scene, and any other pertinent information.

D). Quality Assurance and Quality Improvement (QA/QI)

1. To ensure detailed and accurate incident reports the Department utilizes the following guide for QA/QI of incident reports.

- a. The OIC will review their incidents within the RMS. For clarity, each OIC will be responsible for only the incidents that they were OIC.
- b. The narrative field shall be checked for completeness including the items listed in B.6.b.(1-7) above.
- c. All fields outlined in section C.1-5 above shall be completed and checked for accuracy.
- d. To facilitate improvement, deficiencies shall be noted, and the Company Officer or RTS person who completed the report notified for correction.
- f. Incident reports which are found to be incomplete will result in progressive discipline as outlined in the policy manuals and SOGs for both Bethel Fire Department and the Town of Bethel.

Responsibilities:

- A). It is the responsibility of all members to read, understand and follow this Standard Operating Guideline.
- B). It is the responsibility of the first arriving Fire Officer or RTS personnel not assigned to Battalion 1 to complete the incident report for an incident. This includes members operating on an ambulance where no other Burlington Fire Department Engine or Truck company was assigned to the incident.
- C). All reports must be completed as soon as reasonably practicable to facilitate accurately capturing all pertinent information in the report while the information is still fresh.
- D). All incident reports MUST be completed before going off duty unless specifically authorized by the OIC.
- E). Repeated failure to follow the above guideline will result in disciplinary action as noted in D.1.f above.

Final Intent:

This policy is intended to inform the company of the basics of the Incident reporting system used by Bethel Fire Department. It is intended to firmly state the need to correctly and fully document the incidents that this department runs to protect the Town of Bethel, The Bethel Fire Department, and the individual members of the department against all possibilities arising, legal

or otherwise, where complete knowledge is required. This information is also used to provide statistical data for decision making such as budgets and staffing or equipment needs. This also is required to help with the writing of grants and in dealings with other entities including the government, the media, and the public.

**It is the responsibility of all members to read, understand and follow this Standard
Operating Guideline**

Approved: _____ Date _____

Printed Name: _____

Appendix A – Run Sheets

BETHEL FIRE DEPARTMENT
Incident Report - FIRE
 587 Pleasant St.
 Bethel, VT 05032
 Tel 802-234-9385

Date: _____ Type Call: _____ Incident Number: _____

Dispatched: _____ Arrived: _____ Under Control: _____ Completed: _____

Location of Call: _____ Weather: _____

Property Owner: _____ Address: _____

Telephone: _____ Insurance Company: _____ Agent: _____

Policy Number: _____ Location: _____ Telephone: _____

Size: _____ Structures Involved: _____ Structure Types: _____

Department Vehicles Responding (List Additional Units Including Mutual Aid on Back)

Vehicle	Driver	Arrival Time	Other Departments Assisting
1. _____	_____	_____	1. _____
2. _____	_____	_____	2. _____
3. _____	_____	_____	3. _____
4. _____	_____	_____	4. _____
5. _____	_____	_____	Trans by: _____

Additional Members On Scene

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Vehicle Calls Information

Year	Make	Tag #/State	VIN (16 Characters)	Driver
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Equipment Used:

Estimated Water Used: _____ Water Supply: _____ Special Equipment From Others: _____

Fire Origin: _____ What Burned: _____ Materials: _____

Spread Where and How: _____ Cause: _____

Law Information: _____

Damage: _____

Investigation Of Fire: Y or N Fire Marshal: _____ Contacted When: _____

Smoke Detectors Present: Y or N Percent Working: _____%

Remarks: _____

Scene Layout/ Setup:

Incident Commander: _____ Report By: _____ Tel: _____

Date Approved: _____ Fire Chief Signature: _____

BETHEL FIRE DEPARTMENT
Incident Report - MVA
 587 Pleasant St.
 Bethel, VT 05032
 Tel 802-234-9385

Date: _____ Type Call: _____ Incident Number: _____

Dispatched: _____ Arrived: _____ Under Control: _____ Completed: _____

Location of Call: _____ Weather: _____

Property Owner: _____ Address: _____

Department Vehicles Responding (List Additional Units Including Mutual Aid on Back)

Vehicle	Driver	Arrival Time	Other Departments Assisting
1. _____	_____	_____	1. _____
2. _____	_____	_____	2. _____
3. _____	_____	_____	3. _____
4. _____	_____	_____	Trans By: _____

Additional Members On Scene

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Vehicle Calls Information

Year	Make	Tag #/State	VIN (16 Characters)	Driver
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Vehicle Insurance Information:

Company	Policy #	Agent	Contact Info
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Equipment Used:

Law Information: _____

Damage to Vehicle(s) and Other Property:

Actions Taken:

Remarks: _____

Hazardous Conditions/ Materials:

Scene Layout/ Setup:

Incident Commander: _____ Report By: _____ Tel: _____

Date Approved: _____

Fire Chief Signature: _____

BETHEL FIRE DEPARTMENT
Incident Report - OTHER
587 Pleasant St.
Bethel, VT 05032
Tel 802-234-9385

Date: _____ Type Call: _____ Incident Number: _____

Dispatched: _____ Arrived: _____ Under Control: _____ Completed: _____

Location of Call: _____ Weather: _____

Property Owner: _____ Address: _____

Department Vehicles Responding (List Additional Units Including Mutual Aid on Back)

Vehicle	Driver	Arrival Time	Other Departments Assisting
1. _____	_____	_____	1. _____
2. _____	_____	_____	2. _____
3. _____	_____	_____	3. _____
4. _____	_____	_____	4. _____
5. _____	_____	_____	Trans by: _____

Additional Members On Scene

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Run Information: _____

Equipment Used:

Law Information: _____

Damage:

Remarks: _____

Scene Layout/ Setup:

Incident Commander: _____ Report By: _____ Tel: _____

Date Approved: _____ Fire Chief Signature: _____