



POLICY MANUAL

Emergency Operations - Reports Procedures/Responsibility

Revised: 08-30-05

Code: 1 - 4 - 1

Book Chapter Subject

Page 1 of 6

1.0 Purpose: Establish Incident Report Procedures and Responsibilities.

1.01 Scope: All Officers and Acting Officers.

1.02 **POLICY**

All reports shall be completed before going off duty unless approved by the Battalion Chief.

It shall be the responsibility of the Company Officer arriving first on the scene (regardless of "First-In" districts) to complete the Incident Report.

1.03 **GENERAL INFORMATION**

An Incident Report shall be completed whenever a Clovis Fire Department Company or single resource is pre-announced or toned (Dispatched). When an incident number is assigned without a "pre-announce" or tone activation no report will be required, *except* for the following:

1. A legitimate request for emergency medical service will require a report.
2. A fire alarm system activation and call for service received by Dispatch.
3. When requested by the Battalion Chief.

All Clovis Incident Reports shall be completed and entered in the Department's Incident Reporting Management System

Reportable incident types are defined by the following categories:

Structure Fire

Any unwanted fire causing any damage to the structure or its contents, or any unwanted fire in the structure, or any component of the structure that requires Fire Department members to mitigate the situation.

Vegetation Fire

Any unwanted burning of natural material outside of a structure or improvement.

Refuse Fire

Any unwanted fire consuming waste or scrap materials outside of a structure or improvement.

Vehicle Fire

Any fire involving a transportation vehicle or its contents.



POLICY MANUAL

Emergency Operations - Reports Procedures/Responsibility

Revised: 08-30-05

Code: 1 – 4 – 1

Book Chapter Subject

Page 2 of 6

Miscellaneous Fire

Any fire not meeting a definition from the categories listed above.

Hazardous Condition

Any response to a reported Haz-Mat Incident, gas leak, arcing electrical lines, bomb threat, or other hazardous situation standby.

Investigation

Any incident dispatched when the action taken is limited to investigation, or any non-medical situation cleared or canceled prior to arrival, except for that meeting the definition of False Alarm.

Public Assist

Any incident dispatched to provide non-emergency assistance to the public or other City department.

Medical Aid

Any incident dispatched to provide medical assistance or rescue services.

False Alarm

Any incident dispatched involving a malfunction or unwarranted activation of the fire protection alarm system, when no fire related problem exists.

1.04 **PROCEDURE**

The Incident Report shall be completed utilizing the Incident Management computer software. All reports must be entered prior to going off-duty.

The Battalion Chief is responsible to review for approval all Incident Reports. Any correction to reports should be completed by the Company Officer making the report.

The Incident Management Exposure Report shall be completed whenever damage has occurred to property not directly involved, or part, of the fire origin, i.e., vegetation fire spreads to a fence. The fence is an exposure to the vegetation fire. The fence has a dollar value where as the wildland vegetation may not.



POLICY MANUAL

Emergency Operations - Reports Procedures/Responsibility

Revised: 08-30-05

Code: 1 - 4 - 1

Book Chapter Subject

Page 3 of 6

1.05 INFORMATION

All reports shall show all pertinent information. The narrative section shall contain a brief description of the scene/situation and your actions taken.

Medical incidents require patient information be entered in the "Advanced EMS" section under "Patient Info" on all calls where patient contact is made. The EMS number from the Primary Care Report along with a narrative report on actions shall be entered in the "Advanced EMS" section under "EMS Narrative" section.

Other Captains shall advise the reporting Captain of any information pertinent to the Incident Report, when appropriate.



POLICY MANUAL

Emergency Operations - Reports Procedures/Responsibility

Revised: 08-30-05

Code: 1 - 4 - 1

Book Chapter Subject

Page 4 of 6

1.06 RESPONSE TIMES

The goal of the Clovis Fire Department is to respond to all priority calls within its jurisdiction in (5) minutes or less, 90% of the time. **If a unit has a response over (5) minutes to a priority call the officer shall document it by adding a narrative section entitled “Over 5” and entering the reason for the extended response.**

Classification of reasons:

- A. Long Distance, In First In District
- B. Long Distance, Out of First In District
- C. Training
- D. Dispatch Problem
- E. Wrong Turn
- F. Access Problem
- G. Personnel Issue
- H. Traffic Delay/Road Obstruction
- I. Weather
- J. Other

The screenshot shows a software window titled "0002266 -000 Incident Form 1849 N Miramar Ln". The interface includes a menu bar (File, Edit, Routine, Help), a toolbar with icons for save, print, help, and navigation, and a data entry section with fields for Incident Number (0002266), Exposure (000), Alarm (17:53:48), Arrival (17:59:56), and Cleared (18:57:12). Below this is a tabbed interface with "Narrative" selected. On the left, a list contains "Building Fire" and "Over 5", with "Over 5" highlighted and a red arrow pointing to it. Below the list are "Add" and "Delete" buttons. On the right, the "Title" field contains "Over 5" and the "Type" dropdown is set to "Incident". The main text area contains "Long response distance." with a red arrow pointing to the text. At the bottom, there are columns for "Number", "Position", and "Assignment".

Note: Code Two responses or calls for service outside the Clovis Fire Department’s jurisdiction regardless of priority DO NOT require the “Over 5” narrative.



POLICY MANUAL

Emergency Operations - Reports Procedures/Responsibility

Revised: 08-30-05

Code: 1 - 4 - 1

Book Chapter Subject

Page 5 of 6

1.07 REPORT RESPONSIBILITY FOR RESPONSES PROVIDING AUTO/MUTUAL AID

When providing Auto/Mutual Aid, the first arriving Company Officer shall be responsible for the completion of all necessary reports. If the receiving agency does not have a unit **arrive** on scene, **the following procedure should be followed:**

Fresno County Incidents: The first arriving Clovis Company Officer must contact the receiving agency with the report information by phone, prior to going off-duty.

Fresno City Incidents: Fill out the City of Fresno "[Out of Jurisdiction Response](#)" form, and FAX it to Fresno Fire Station 16 – FAX # 276-6081.

See Attachment 1-4-1A

All Auto/Mutual Aid responses require the completion of a Clovis Fire Incident Management Report. The requesting agency's incident number shall be included in the report.

1.07 REPORT RESPONSIBILITY FOR RESPONSES RECEIVING AUTO/MUTUAL AID

When Auto/Mutual Aid is received it shall be the responsibility of the first arriving Clovis Company Officer to complete the necessary reports. When no Clovis unit is on the assignment, the agency providing aid shall forward the report information to the Clovis Company Officer with first-in District responsibility. This Clovis Company Officer shall be responsible for the completion of the Incident Management Report.

1.08 FRESNO CITY AND FRESNO COUNTY FIRE PHONE NUMBERS FOR FIRE REPORTING:

	<u>3-Digit Identifier</u>
Fresno City Station #16 – FAX 457-1116	FRN
Fresno County Station #85 - 299-7322	FCO
Fresno County Station #86 - 297-0806	



POLICY MANUAL

Emergency Operations - Reports

Procedures/Responsibility

Revised: 08-30-05

Code: 1 – 4 – 1

Book **Chapter** **Subject**

Page 6 of 6

[Sunpro Incident Report Code Description Page 1](#)

[Sunpro Incident Report Code Description Page 2](#)

SITUATIONS-FOUND
SUNPRO INCIDENT REPORTS CODE DESCRIPTION

Code	Description	Further Explanation
00	<i>Undetermined or Not Reported</i>	<i>DO NOT USE</i>
10	Unable to Classify Further	A Fire
11	Structure Fire	A Structure Fire
12	Fire in Mobile Property When Used as a Structure	A Fire in Mobile Property Being Used as a Structure
13	Fire in Mobile Property While Inside a Structure	A Fire in Mobile Property that was Inside a Structure
14	Vehicle Fire	A Vehicle Fire
15	Fire in Trees, Brush, Grass, Standing Crops	A Fire in Trees, Brush, Grass, or Standing Crops
16	Refuse Fire Outside	An Outside Refuse Fire
17	Other Outside Fire	An Outside Fire
19	Not Classified	A Fire
20	Unable to Classify Further	An Over-pressure Rupture, Explosion, or Overheat Condition
21	Steam Rupture	A Steam Rupture
22	Air/Gas Rupture	An Air or Gas Rupture
23	Process Vessel Explosion (No Fire)	A Process Vessel Explosion. There was no fire.
24	Munition Explosion (No Fire)	A Munition Explosion. There was no fire.
25	Excessive Heat, Overheat Scorch Burns, No Ignition	An Excessive Heat Condition
29	Not Classified	An Over-pressure Rupture, Explosion, or Overheat Condition
30	Unable to Classify Further	An Emergency Medical Call
31	Emergency Medical Assist	An Emergency Medical Assist
32	Emergency Medical Call	An Emergency Medical Call
33	Lock-in	A Lock-in
34	Person(s) Lost	A Person(s) Lost
35	People Trapped, Caught, Buried	People Trapped, Caught, or Buried
36	Drowning, Potential Drowning	A Drowning or Potential Drowning
37	Electrocution	An Electrocution
39	Not Classified	An Emergency Medical Call
40	Unable to Classify Further	A Hazardous Condition
41	Flammable Gas or Liquid Condition	A Flammable Gas or Liquid Condition
42	Toxic Condition	A Toxic Condition
43	Radioactive Condition	A Radioactive Condition
44	Electrical Arcing, Shorted Electrical Equipment	Electrical Arcing or Shorting
45	Oil Burner Delayed Ignition	An Oil Burner Delayed Ignition
46	Vehicle Accident, Potential Accident	A Vehicle Accident
47	Explosive Present	An Explosive Present
48	Attempted Burning, Illegal	Illegal Burning
49	Not Classified	A Hazardous Condition
50	Unable to Classify Further	A Service Call
51	Person in Distress	A Person in Distress
52	Water Problem	A Water Problem
53	Smoke, Odor Problem	A Smoke or Odor Problem
54	Animal Problem	An Animal Problem
55	Public Service Assistance	A Service Call
56	Unauthorized Burning	Unauthorized Burning
57	Cover Assignment, Standby at Station, Move Up	A Cover Assignment - DO NOT USE
59	Not Classified	A Service Call
60	Unable to Classify Further	A Good Intent Type Call
61	Incident Cleared Prior to Arrival	An Incident which was Cleared Prior to our Arrival
62	Wrong Location	A Wrong Location
63	Controlled Burning	A Controlled Burn
64	Vicinity Alarm	A Vicinity Alarm
65	Steam, Other Gas Mistaken for Smoke	Steam or Other Gas Mistaken for Smoke
66	EMS Call, Transported/Left Scene Prior to Arrival	An EMS Call which was Transported/Left
67	HazMat Investigation, No Hazardous Cond. Found	A Hazmat Investigation but No Hazardous Condition was Found
69	Not Classified	A Good Intent Type Call
70	Unable to Classify Further	A False Call

71	Malicious, Mischievous False Call	A Malicious, Mischievous False Call
72	Bomb Scare, No Bomb	A Bomb Scare. There was no Bomb.
73	System Malfunction	A System Malfunction
74	Unintentional	An Unintentional Alarm Activation
79	Not Classified	A False Alarm
80	Unable to Classify Further	A Natural Disaster
81	Earthquake	An Earthquake
82	Flood	A Flood
83	Wind Storm	A Wind Storm
84	Lightening Strike	A Lightening Strike
89	Not Classified	A Natural Disaster
91	Citizens Complaint	A Citizen Complaint
99	<i>Not Classified-DO NOT USE</i>	<i>An Unclassified Call Type-DO NOT USE</i>