

Incident reporting

Purpose:

The purpose of this policy is to ensure consistent, complete, and accurate documentation of all Fire and EMS incidents responded to by the Lehi Fire Department.

Policy:

It is the responsibility of all fire department members to:

1. Complete fire and EMS reports in Image Trend
2. Know and follow the Utah County SOGs for medical care and Lehi Fire Department's SOGs and Policies

Procedures:

1. A Fire Report and an EMS Run Report shall be filled out whenever a fire apparatus or an ambulance is dispatched or a run number is assigned through dispatch. If only the ambulance is dispatched (i.e. a mutual aid call) then it should be the responsibility of the ambulance crew to complete the fire and ems report.
2. A run report shall be completed for each patient involved in the incident. For the purpose of this section, a patient is defined as:
 - i. Someone who appears to have been involved in an accident of any type, which could be expected to cause injury, no matter how slight, i.e. vehicle accident, trip, or fall etc.

ii. Someone for whom fire and EMS has been called due to a medical problem, whether they have a complaint or not.

3. A fire report that involves a structure fire, vehicle fire, or any major event that a Battalion Chief is called to shall be completed by the Battalion Chief or Acting Battalion Chief. If there is no Battalion Chief present then the Incident Commander shall complete the report.

4. Patients under the age of 18 who wish to refuse treatment or transportation must produce a parent at the scene or by phone to sign the run report.

*A parent is defined as:

A parent or surrogate parent such as a guardian or adult family member.

5. No Patient Contact Situations

A. If no patient is found or the EMS crew is canceled prior to arrival on the scene, then a run report shall be completed with Canceled Enroute box filled in, as well as a brief narrative of the event.

B. This would also include instances of Good Intent Calls when someone called for what turned out to be a non-accident or medical problem.

Completion of reports

1. It is the responsibility of the EMS provider or designee for the fire reports to ensure all reports are done and reviewed by the provider as soon as possible.

2. At the end of each shift, it is the Captain or Acting Captain's responsibility for confirming that all Incident reports have been entered into Image trend and that it has been reviewed for NFIRS and or marked for billing or not billable for an EMS run.
3. Officers are responsible to ensure crew reports are accurate and complete.
4. Battalion Chiefs are responsible for ensuring that reports are completed by shift end.

LEHI FIRE

