

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING GUIDELINE**

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**ARTICLE 5: RECORDS AND REPORTS**

**EFFECTIVE DATE:**

**SECTION 2: INCIDENT REPORTS - Attachments**

**REVISED: 03-24-2018**

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**ATTACHMENT:**

Incident reports are to be completed using the following instructions:

**SECTION A:**

Complete all areas applicable to your incident and/or all areas prompted by Firehouse.

The personnel and apparatus sections need to reflect all personnel and apparatus involved in the incident. This includes standby and support personnel not necessarily on the scene.

**SECTION B:**

Complete all areas applicable to your incident and/or all areas prompted by Firehouse.

**SECTION C:**

Same as above.

**SECTION D:**

To be completed for every reported injury to civilians or emergency personnel at or attached to the incident.

As completely as possible, fill out the fire service and/or civilian casualty section including a detailed narrative.

**SECTION E:**

This section is not required to be completed. This information is available on EMSA reports.

**SECTION F:**

Complete all areas applicable to your incident and/or all areas prompted by Firehouse.

**SECTION G:** Complete if applicable or instructed.

**COMMENTS (narrative):**

This section is to be completed on all incidents. It is to contain a full, complete, and detailed review of the incident covered in the report. Upon completion of the narrative, it is to be dated and time-stamped. If multiple personnel need to add to the narrative, each person must date and time-stamp their section.

The "Operator date and time-stamp" is located in the bottom right of the comments window.

All narratives are to be checked for proper spelling and word usage.

**FIRE LOSS REPORT:**

Information for this report is in the fire section of the report. Make as complete an estimate as possible for all entries in this section. Fill this out for all fires with damage.

If insurance information is easily available, enter it also.

**WILDLAND FIRE REPORT:**

Complete as much of this report as possible for vegetation fires within the District boundaries.

**RESPONDING PERSONNEL:**

To be completed on all incidents. Entries are to match in numbers what was listed in the basic section of the report. Entries must reflect the actual times and status for all personnel involved in the incident.

**RESPONDING UNITS:**

To be completed on all incidents. Entries are to match in numbers and types what was listed in the basic section of the report. Entries must reflect the actual times and status for all units involved in the incident.