

25. Report Writing

25.1 Information

25.1.1 Fire reports are required by the New Jersey Division of Fire Safety and allow this company to keep an accurate record of actions and roll call at all fire related calls. It is the responsibility of every responding firefighter to ensure that a fire report has been completed.

25.1.2 At every incident, the IC will designate an Officer or firefighter to complete a fire report. The type fire report will be based on what type of incident this company has responded to. Blank fire reports are located in clipboard boxes on all apparatus and in the call desk at the Atlantic Avenue Firehouse. Reminder to all firefighters that complete fire reports, once you put something in writing it becomes permanent.

25.1.3 There are six types of reports which may have to be completed at the termination of an incident. These six forms are: Roll Call, Basic Incident Report, Fire Report, Structure Fire Report, Motor Vehicle Accident Report and Fire Service Injury/Illness Report.

25.1.4 The reports that are completed must be entered into the Firehouse Software reporting system and submitted for this agency to obtain it's NFIRS credit.

25.2 Roll Call

25.2.1 Each firefighter will initial to the left side of their name on the pre-printed form. If the firefighter's name is absent from this form, he/she will print their name at the end of the list and initial.

25.2.2 If a firefighter is a driver of any South Wall Fire Rescue Co. No. 1 apparatus, the apparatus number will be printed in the vicinity of their name.

25.3 Basic Incident Report

25.3.1 When filling out the Basic Incident Report. The writer must gather some basic information to include the responding representative, property owner and a brief description of the property.

25.3.2 At the top of the form, the writer will include the date, time of the call, arrival time and clear time. The situation dispatched and situation found will then be completed. Ex: Station 3 is dispatched to a structure fire, but locates a smoke scare at the exterior of a residence. This incident would not be documented as a structure fire, but a smoke scare.

25.3.3 The writer must note, Mutual Aid Companies, Other agencies requested or notified, Actions taken on scene and Weather.

25.3.4 The narrative should include a brief description of all actions taken. Specifically the response of a facility representative.

25.3.5 There is an area where there are specific assignments, Officer In Charge and Member Making Report. There is also an area when using the Knox Box system, the writer must include the names of the requesting firefighter, who removed the key and who removed and then returned the facility keys.

25.4 Fire Report

25.4.1 A Fire Report must be filled out anytime this Fire Company deploys a hose line for active firefighting.

25.4.2 There is specific information which must be filled out in this report and it should be completed on scene.

25.4.3 When dealing with a vehicle fire, the writer must obtain the vehicle registration number, vin #, vehicle make, year and other pertinent information. If you are unable to obtain this information, you may ask the responding police officer for this.

25.4.4 If there is any information which the writer does not have the information to complete, these areas can be left blank and completed at another time. Some of this information can be completed once the Wall Fire Bureau completes their investigation.

25.5 Structure Fire Report

25.5.1 A Structure Fire Report must be filled out anytime this Fire Company responds to a structure fire in Wall Township Fire District No. 3.

25.4.2 There is specific information which must be filled out in this report and it should be completed on scene.

25.4.3 There is a block of information pertaining to fire alarm and sprinkler performance. If the writer has any questions, see the property owner.

25.4.3 If there is any information which the writer does not have the information to complete, these areas can be left blank and completed at another time. Some of this information can be completed once the Wall Fire Bureau completes their investigation.

25.6 Motor Vehicle Accident

25.6.1 A Motor Vehicle Accident report must be filled out anytime this agency responds to a motor vehicle accident.

25.6.2 When dealing with a vehicles, the writer must obtain the vehicle registration number, vin #, vehicle make, year and driver last name. If you are unable to obtain this information, you may ask the responding police officer for this.

25.7 Fire Service Injury/Illness Report

25.7.1 This is report only has to be completed if a South Wall Fire Rescue Co. No. 1 firefighter is injured or exposed to a biohazard during an emergency call for service. This is one of the most important reports that may have to be completed.

25.7.2 If this report must be completed, the Fire Chief or Deputy Fire Chief must be contacted immediately. If the injury is serious enough, legal representation may be consulted prior to completing the report.

25.7.3 The Fire Service Injury/Illness Report must also be completed if a firefighter is exposed to a BioHazard substance.

25.7.4 If a firefighter is killed or seriously injured, certain protocols must be followed to include seizure of the firefighters personal protective equipment. During any of these incidents, the Monmouth County Fire Marshal's Office would be present and assist in the aforementioned.

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