

Hauser Lake Fire Protection District

Standard Operating Guideline Documentation

Effective: 01_/_01_/_20__

SOG 34

Documentation Guideline

31.01 Purpose:

The purpose of this Guideline is to provide guidance for the documentation and reporting required for all calls for service.

31.02 All responses or calls for service require documentation and a report. Fire calls must be documented in NFIRS. EMS calls require documentation of a Patient Care Report in ESO and a call report in NFIRS.

31.03 Fire calls must be documented in NFIRS within a reasonable time after completion of the call. For significant fire events this may include time to allow for complete investigation of cause and origin. Prior to entering the call in NFIRS personnel should keep handwritten notes of any significant events or actions relating to the incident and attached to the NFIRS report. Once the incident is complete documentation should be completed within 5 days. Documentation shall include personnel responding, mutual aid utilized, actions taken and any other significant information relevant to the incident.

31.04 EMS calls must be documented, first, in ESO as a patient care report as soon as possible. KCEMSS requests the report be completed by 0800 of the day following the call. This time frame should be utilized on any patient transport completed by Hauser Lake Fire. For calls where patient care is transferred to another transport unit documentation should be completed within 48 to 72 hours after completion of the call. If the preferred time frames cannot be met the Fire Chief or Deputy Chief should be notified. As with fire documentation any handwritten notes or tech sheets should be attached to the patient care report. Once the Patient Care Report is completed a report must be entered into NFIRS within a reasonable time, generally five days.