

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
FIRE & EMS REPORTS	114	August 9 th , 2005	

PURPOSE

To establish a procedure for Fire District personnel to follow when completing required Fire and EMS documentation of an emergency incident.

SCOPE

This procedure is to be followed by all personnel and shall be used as a guideline for completing incident reports (Fire & EMS) and all supplements to these reports.

GENERAL

FIRE REPORTS

Fire reports shall be completed for all assigned responses of fire-rescue apparatus. All reports should include a narrative comment as needed. The additional information will help to complete the report. Narratives should be written in proper English utilizing proper spelling, capitalization and punctuation. Abbreviations, whether medical or other, should not be used in fire reports.

EMS REPORTING

Detailed Patient Care Reports (PCR) shall be filled out by the person in charge of patient treatment. All other reports will be completed by the person in charge (Company Officer or senior member) of the first due unit dispatched to the incident. When an incident is considered to be major, or serious, additional reports may be required.

RESPONSIBILITIES

It will be the responsibility of the person writing the Fire or EMS reports to complete the reports that are required. The Company Officer may designate an individual to write the report(s), but the Company Officer is ultimately responsible for the content and the completion of these reports.

All reports must be completed prior to the end of each shift. Report completion is considered to be a priority, and while incidents that occur within the last hour or a shift may create an exception to this requirement, consideration needs to be given to situations such a going on Kelly Days before finishing a report.

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It will be the responsibility of the Deputy Chief to review and monitor the FIRE reports.

The EMS Director shall be responsible for the review and monitoring of the EMS reports.

CONFIDENTIAL INFORMATION

In general, the District does not consider PCR's to be a "public record" and therefore confidential. Further clarification is provided by Colorado Revised Statutes (C.R.S.) 25-3.5-704, *Statewide Emergency Medical and Trauma Care System - Development and Implementation - Duties of the Department - Rules Adopted by Board*.

As part of the Continuing Quality Improvement System (CQI), "any data or information related to the identification of individual patient's, provider's, or facility's care outcomes collected as a result of the continuing quality improvement system and any records or reports collected or compiled as a result of the continuing quality improvement system are confidential and are exempt from the open records law in part 2 of article 72 of title 24, C.R.S."

Larry Behrens, Fire Chief

August 9th, 2005

Date