STANDARD OPERATING GUIDELINE

RESPONSE

COMPUTERIZED INCIDENT REPORTS

Effective:01/Apr/96	Revised:01/Nov/2020	S.O.G. #: R-404	Page: 1 of 1

1.0 Purpose

1.1 The purpose of this standard is to present clear guidelines for use of the City computer for creating and generating NFIRS (National Fire Incident Reporting System) Incident reports and EMS (Emergency Medical Service) Incident reports.

2.0 Generating Reports

2.1 All incident reports shall be created in the City computer system utilizing both ESO® and Firehouse® Software program. These program may be accessed from any fire station ESO® and Firehouse® account. This applies to both NFIRS (engine incident) reports and EMS (ambulance incident) reports.

2.2 Once the report is created in the system, a paper copy of the report shall be printed, signed (or electronically signed) by the Officer or Firefighter, and submitted to the Fire Department administrative office in the station envelope.

3.0 Guidelines When the Computer Is Not Operational

3.1 When a report needs to be entered but the ESO® and Firehouse® system in that station is not working, the creation of the report shall wait until the system returns to normal operation. In order to remember the information, personnel may hand-write or type the information for their reference and utilize it when the system becomes operational again.

4.0 Reference

4.1 Highland Park Fire Department

Approved: _____ Fire Chief