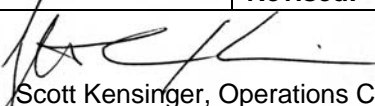




**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b>	Information Technology and Electronic Reporting	<b>SOP:</b>	11.2
<b>Subject:</b>	Electronic Reporting Requirements	<b>Executed:</b>	January 1, 2006
		<b>Revised:</b>	January 13, 2011
<b>Approved:</b>	 Scott Kensinger, Operations Captain		

**PURPOSE**

To define electronic reporting requirements utilizing the Department’s reporting software.

**INCIDENT REPORTS**

The following call types will constitute an incident number to be generated and to have incident reports filled out accordingly. As a general rule of thumb, anytime the Emergency Communications Center (ECC) dispatches a city unit, an incident number will be generated thus requiring an incident report.

- All types of FIRE incidents
- All types of EMS incidents
- All types of Hazardous Materials incidents
- EMS standbys (i.e. assist police, EMS coverage)
- TEMO activations
- Fill – ins
- Cancelled en-route
- At the request of the Battalion Officer

Mutual aid fill-ins for incident reporting; Winchester ECC tracks personnel and equipment for all incidents, regardless of a city or county incident. If units are dispatched to fill-in at a county station and are subsequently dispatched to a county incident, city units are to contact Winchester ECC upon return from that incident and obtain incident number and times. The times generated for the fill-in incident will continue until units are cleared from the county for assistance.

**STAFF ACTIVITY REPORTS**

The following types of events should be logged using the staff activity feature of the Department’s reporting software:

- All public education
- Smoke detector installs
- Child seat installs
- Public Fire Extinguisher Training

- Public CPR Training

This event logging does not replace the need to complete documentation that is required for other reporting. (i.e. VDH forms for child seat installs, smoke detector liability release, etc.)

## **PERSONNEL TRAINING**

All training activities for personnel shall be logged in the Department's reporting software training module. It shall be the responsibility of the instructor to ensure the log of all attendees for a class setting sponsored by the Winchester fire and Rescue is entered and the individual's responsibility for self study or any other outside training attendance.

## **INSPECTION REPORTS**

All department inspection activities shall utilize the inspections module of the reporting software. Hardcopy reports shall be forwarded to the Fire Marshal's division.