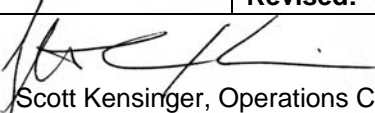




**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b>	Information Technology and Electronic Reporting	<b>SOP:</b>	11.3
<b>Subject:</b>	Incident Reporting for Cancelled Calls	<b>Executed:</b>	June 2, 2008
		<b>Revised:</b>	January 13, 2011
<b>Approved:</b>	 Scott Kensinger, Operations Captain		

**PURPOSE**

The following procedure shall be used for incidents that involve units and personnel being cancelled prior to responding or cancelled while responding to incidents.

**DISPATCHED AND CANCELLED PRIOR TO OR WHILE RESPONDING**

When dispatched to an incident and cancelled by ECC, the CAD system automatically generates an incident number. Therefore, the company being dispatched and cancelled will need to create an NFIRS report for fire related incidents or a no-patient report for EMS incidents for these events. Please use the code "611" for the Incident Type and "93" for Actions taken. An entry in the logbook will be required for this incident.

**CANCELLED BY ANOTHER UNIT PRIOR TO OR WHILE RESPONDING**

If cancelled by another unit, prior to or while responding, it will be the responsibility of the cancelled unit to log their unit and manpower in the Department reporting software as well as the log book in the station after the responding unit completes their report (\*\*ONLY IF THE CANCELLED UNIT HAS ALREADY MARKED WITH ECC). If it is communicated properly, the responding unit may complete the reporting responsibility of the cancelled unit when they are generating their incident report.

\*\*If the cancelled unit has not marked responding with ECC, they will not be responsible for adding their unit and manpower to the responding units incident report.