



**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 January 13, 2011
		<b>Revised:</b>	September 29, 2014 <b>December 9, 2015</b>
<b>Approved:</b>	 Scott Kensinger, Deputy Chief		

**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. Please refer to "SOP 12.6 Training Attendance Logging" for additional instructions on this procedure.

## **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.