



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



Section:	Information Technology and Electronic Reporting	SOP:	11.6
Subject:	Incident Reporting for Incident Commanders	Executed:	January 13, 2011
		Revised:	December 9, 2015
Approved:	 Scott Kensinger, Deputy Chief		

PURPOSE

To establish a procedure to ensure accurate reporting and documentation of emergency incidents.

SCOPE

The accuracy of incident reporting for EMS/fire incidents, that involve significant dollar loss or is of interest to the community at large, shall be the responsibility of the Incident Commander.

PROCEDURE

All personnel that are filling the role of the Incident Commander of an emergency incident shall ensure the following is complete in the Department's reporting software:

1. QA/QI all incident reports of significant dollar loss (above \$1,000) (i.e. vehicle fire, structure fire, water damage) or of interest to the public/media, prior to the end of their shift.
2. Add additional information obtained from the incident as necessary to ensure the report is a complete accounting of what occurred.
3. Attach all documentation obtained from the scene (business cards, owner information, pictures, right to re-enter forms, etc.)
4. Provide/enter the total dollar loss based on observations. If there are questions concerning the dollar loss amount, Incident Commanders shall contact the Fire Marshal investigating the incident and request a preliminary dollar loss value prior to leaving the scene if at all possible.
5. Provide/enter a value of the property obtained from the City of Winchester Commissioner of Revenue at:

<http://www.winchesterva.gov/crev/realestatesearch.php>

6. Ensure all units and personnel are accounted for including mutual aid resources.
7. Complete the "NFPA 1710/1720 Information" module in "Additional reports"
8. Ensure "Red Tag" information screen is completed and tags submitted to the administration office.