

**Purpose:** This policy establishes the process for completion of incident reports by CTFD personnel.

**Administration:** The Fire Chief, Assistant Fire Chief and Deputy Chief of Operations will have joint responsibility for administration of this policy within the scope of their job descriptions.

**Definitions:**

**Primary Incident Report:** Standard NFIRS incident report used for CTFD incident documentation, containing data including, but not limited to, incident location, parties affected, incident times and number, structure or vehicle information, incident narrative, etc.

**Remote Station Report:** CTFD form (Request for Points) shall be used to document personnel response to stations when this data cannot be directly given to the officer or firefighter who is completing the primary incident report.

**Policy and Procedures:**

- For incidents within Cumru Township, the Duty Officer shall be responsible for completion of the primary incident report.
- For outbound mutual aid incidents, the ranking CTFD officer responding to the incident shall be responsible for completion of the primary incident report.
- In the absence of a CTFD Officer, the senior driver/operator present will be responsible for completion of the primary Incident Report.
- The responsible officer may delegate the task of completing the primary incident report to another officer or suitably trained firefighter as needed, but the responsible officer retains responsibility for completeness, accuracy and timeliness of the report.
- One primary incident report will be completed for each incident to which CTFD units respond.
- The report data collection process should generally proceed as follows:
  1. At the scene of the incident, the person completing the primary incident report shall collect all data needed, such as location, owner/occupant information, structure or vehicle information, etc.
  2. After leaving the incident scene, the person completing the primary incident report should return to the CTFD station closest to the incident, if possible.
  3. The person completing the primary incident report shall place all CTFD units "at station" and obtain times and assignment number(s) from the Berks County Communications Center. This shall be done by phone if possible to minimize radio traffic.
  4. The person completing the primary incident report shall collect data on the personnel responding to the incident scene and to the station where the report is being completed.
  5. If personnel have responded to a CTFD station other than the one where the report is being completed and their response has not otherwise been documented by the person completing the primary incident report, one officer or firefighter at that station shall complete a CTFD remote station report documenting personnel response.
  6. The primary incident report and any remote station reports should be completed as soon as possible after CTFD units have cleared the incident and placed in the appropriate station pickup box to be input into the NFIRS reporting software by the career staff.
- All personnel responding to the incident shall return to a CTFD station after leaving the incident scene in order to be given credit for responding to the incident. If it is not possible for an individual to return to a CTFD station after leaving the scene, he/she shall report to the officer in charge before leaving the scene to ensure proper credit for response.

**References:**

2.14A Crew Activity Report Form