

## **PURPOSE**

The Purpose of this procedure is to ensure consistent, complete, and accurate documentation of all incidents responded to by the Peoria Fire Department.

## **POLICY**

It is the policy of the Peoria Fire Department that every dispatched incident will be properly documented in accordance with this policy. All EMS contacts shall be documented using the written EMS Incident Report, with entry into the EMS Encounter Form records management system. All other Non-EMS incidents shall be documented using the MCT based Field Incident Report (FIR) system or Field Incident Comment (FIC) mask. The Company Officer is responsible to ensure that all documentation is completed and properly routed before the completion of each shift.

### **EMS Incident Report & EMS Encounter Form Use:**

Every patient evaluated and/or treated by the Peoria Fire Department shall have a written *EMS Incident Report* completed to document that encounter, including all patients refusing evaluation, treatment and/or transportation.

-Refer to EMS Mass Casualty Guidelines for mass casualty incidents.

-Refer to EMS Documentation Guidelines for documentation guidance.

If documentation can not be completed concurrently with patient care (i.e. Level 1 Trauma) the EMS Incident report must be completed as soon as possible following termination of the incident while events are still fresh in the mind of the crew.

To document additional information not included in the original EMS Incident Report, a separate EMS Incident Report identified as "SUPPLEMENTAL" should be used. The correct Incident number *must* be included on all supplemental forms.

All EMS Incident and Supplemental Reports shall be sent to Fire Operations at the end of each shift.

For each EMS incident, all appropriate information shall also be entered into the *EMS Encounter Form* computerized records management system before the completion of each shift.

**Field Incident Report (FIR) Use:**

Every dispatched incident that does not involve an EMS patient contact (i.e.: fire, rescue, Haz-Mat, Customer Service Incidents) shall have a Field Incident Report (FIR) completed to document that encounter, utilizing the FIR reporting mask on the vehicle MCT.

**Field Incident Comment (FIC) Use:**

The FIC mask may also be used to add comments to the incident history to document unusual or additional information, not included in the FIR or EMS. The FIC does not take the place of either the FIR or EMS reporting requirement. The FIC does provide a clearer picture of what actually took place.

This comment shall include all information necessary to explain the nature of the dispatch, the situation found, and any actions taken by Fire Department units.

**FIC EXAMPLES**

-Man down – “Reported man down sleeping in vehicle to the rear of the grocery store. LT191 found male subject sleeping in vehicle. Subject easily aroused to alert and oriented state and stated he was sleeping in vehicle because he was too tired to drive. Subject stated he did not need medical attention. “

-Dispatched as 962 – “E194 on scene of a 2 car MVA. All drivers and passengers denied injury. 961. Peoria Police on scene”

-Car / Pedestrian – “Reported as a Car / Pedestrian. E191 found nothing at scene. No bystanders or witnesses. Alarm stated call originated from a citizen passing by. No further information”

**Report Compliance Assurance**

At the end of each shift, the Captain is responsible for confirming that all Incident Reports have been properly entered into the appropriate EMS or FIR database by:

1. Printing the shift activity log.
2. Confirming that all reports have been entered into the appropriate RMS system.
3. Making the written notation “No Pending Reports” and signing the shift activity log.

4. Stapling all the EMS Incident Reports to the Shift Activity Log and assuring placement for inter-office mail pick up.

Any incidents that are not entered into the appropriate records management system (RMS) by the end of the shift due to computer problems should be noted as still "Pending" on the Shift Activity Log. All necessary paperwork should be copied with all original written EMS reports stapled to the Shift Activity Log and placed for interdepartmental mail pick-up prior to leaving. The assigned Captain shall maintain responsibility to ensure proper RMS entry at the first available occasion.

Approved:  \_\_\_\_\_ 10/11/07  
Robert McKibben, Fire Chief                      Date