



Lexington County Fire Service

Standard Operating Procedures
Firehouse Procedures ADM-013

EFFECTIVE: September 27, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: Previous Policy

SCOPE: All Fire Service personnel

POLICY:

I. DISPOSITION CODES/FIREHOUSE POLICY

The following procedure should be followed to ensure consistency and maintain accuracy in completing fire reports.

At the conclusion of every call the Incident Commander will provide the dispatcher with one of the following disposition codes. There can only be **ONE** disposition code given per call responded to. For example, when you respond to a control burn that is illegal, when you leave your disposition code is unauthorized burn.

DISPOSITION CODES

- Malfunction Alarm
- Malfunction Alarm – No Keyholder
- False Alarm
- False Alarm – No Keyholder
- Alarm – Other Conditions
- Report Taken
- Unauthorized Burn
- Approved Burn
- Citation Written (Code Enforcement Only)
- Patient Transported (Medic 11 Only)

See False alarm Ordinance ADM -011

Report Taken

All incidents not deemed a false alarm or other appropriate disposition code will be given a disposition of Report Taken.

Unauthorized Burn

This disposition should be used when you respond to a burn that is found not being in compliance with the Lexington County Burn Ordinance.

Approved Burn

This disposition should be used when you respond to a control burn that is found to be in compliance with the Lexington County Burn Ordinance.

Citation Issued

This disposition should be used when there has been a citation issued for an illegal control burn.

Patient Transported

Medic 11 will use the Patient Transported disposition only in the event that they transport. All other reports will be listed as “Report Written”.

FIREHOUSE INFORMATION

A call number will only be issued if a station is toned to a call or if a call number is requested for a specific event. No call numbers should be generated if a station is not dispatched. A report must be completed for every incident assigned a call number.

All Fire Service apparatus and equipment (apparatus, light trailers, ESU trailers , etc) should be listed on the fire report even if they do not respond but were dispatched to a call. If you respond a different piece of equipment then what is toned you must list this in your narrative. There is no need to add the original piece of equipment if you explain the reason in the narrative.

II. EXPOSURE

This field should be completed when there is damage to additional structures or property other than the original origin of the fire. Use the exposure addition part of Firehouse to generate an exposure report.

III. STATION

This would be the station response area that fills out the report. This may be different than the response area of the actual incident location.

IV. INCIDENT TYPE

- This should be filled out as to the actual type of incident that was discovered upon arrival on scene by the fire department, or was the original cause of the fire responded to. (ie), you arrive at a building fire and after extinguishing the fire you investigate to find the fire was started by a unauthorized burn. Your report is listed as a “151” outside rubbish or trash fire with an exposure report done to

show the “111” building fire, because the original origin of the fire got out and caused the house to burn.

- A “False Alarm” should be conveyed to dispatch for a disposition and should be listed as “7002” for “false alarm” in Firehouse incident type.
- Alarms activated by weather will be listed as “8000” in the incident type for reporting and an “Alarm Other Conditions” disposition given to dispatch.
- Alarms set off by illegal tampering, or attempted entry into a protected premise should all be given a “Alarm Other Conditions” disposition to dispatch and listed in the incident type as to the cause of the detector activation, (“714” central station malicious alarm activation).
- Fires within structures should be listed as “111” building fires (residential structures, commercial buildings, barns).
- “112” Fire in structures other than buildings would be out buildings, tent structures, etc. Mobile homes should be listed as “121” Fire in a mobile structure used as a fixed residence.
- Use specific listings to most closely match the incident type. (Cooking incidents, electrical equipment arching, smoke odor, etc.)

V. AID GIVEN OR RECEIVED

This field should be filled out if mutual aid is received or given. There is a specific field also for the call number of the assisting or receiving agency if one is provided.

VI. TIMES

DISPATCH NOTIFIED – This is the time when the fire department received the call

FIRST ARRIVAL – The time for the first arriving apparatus on scene.

CONTROLLED – This would be the time in which the incident commander notified dispatch that the fire was under control.

LAST CLEARED - This is the time that the apparatus is clear from the incident, put back in service, and available for calls.

***NOTE: All fire reports with property damage should be completed by the end of the shift using the most current information available as the owner may need the report prior to the beginning of your next shift.

VII. SHIFTS AND ALARMS

This section should be the fire response area in which the incident occurred, the number of alarms, what shift the incident occurred on, and how the call was received.

VIII. ESTIMATED DOLLAR LOSS AND VALUE

These areas are only used in case of fire damage if there is no fire damage you must check the “0” boxes. In the case of vehicle wreck with fire damage you should still fill out these

areas. The only time you will not fill in these areas with fire damage is woods fires without structural or building damage (IE: if the grass or woods are burned and nothing else).

Property and Contents

- Property Loss is the amount of dollar loss as a result of the fire
- Property Value is the actual estimated total value of the property where the incident occurs you may use the county website to get an approximate value of the property that was damaged. This will only be helpful on home values in Lexington County.
- Contents Loss is the amount of dollar loss as a result of the fire to the contents
- Contents Value is the estimated total value of the contents prior to the fire

*** NOTE: When there is physical damage to the building where a cooking incident is involved, this should be listed as a building fire.

IX. CASUALTIES/PATIENTS & VICTIMS

- If there are no injuries or casualties you must check that box on all calls.
- If there is an injury or death where there was fire involvement these areas must be filled out with the number of victims. Then under additional reports the boxes there must be filled out with as much information as possible. This should be done on all persons regardless of age.

X. PROPERTY AND INVOLVEMENT

- Hazardous Materials release should only be checked if there was a hazmat incident or actual spill the majority of reports will be listed with a “N”
- Property use will only be used if it is a commercial building and this should already be filled in from the preplan,
- Specific use is for all properties of which the majority will be “419” 1 or 2 family dwelling. If you have any type of incident at a residence and there is a 1 or 2 family dwelling on the piece of property that is it’s use. For example, if you have a woods fire at a house the use is “419” not “938” graded field or open plots. The same call at an open field with no house on it should be listed as “931” open land or field.

XI. PERSONS/ENTITIES INVOLVED

Persons involved in the incident should be listed here. Be sure to list full name, address, phone numbers and date of birth all information for the fields listed, if available.

*** NOTE: A person under the age of 17 years old is considered a juvenile and their name should not be listed on the fire report. The only time a juvenile should be listed is if they are the owners of the property damaged. In the event that there is a juvenile

involved with starting a fire, the Duty Chief and Fire Prevention Officer should be informed by email so they can add the information to the arson module of the report.

XII. RESPONDING UNITS

Responding units should be listed with individual times and dates of each unit listed on the incident. This should also involve units that were toned but did not respond to the call.

XIII. PERSONNEL AND ACTIVITIES

This area should list all responding Fire Service personnel either at the scene or at the fire station. You must split each station's manpower for each station responding you should have a different entry for each station that has responded to the call.

XIV. NARRATIVE SECTION

This section is available for the member making the report to explain actions taken on the fire ground and all pertinent information needed for the report. Vehicle identification, names of persons, cause determination, or information that have fields in other parts of Firehouse should reflect this type of information.

Please use proper grammar and do not abbreviate words within the narrative. The spell check is provided for use when you save the report. The report should be written in plain English and not in all capital letters.