

INTENT

Provide accurate and timely incident documentation on all calls for service provided by OCFA. The accurate and timely reporting of incident related information is essential to detail the events that occurred, explain actions taken, provide critical data needed for analysis of system effectiveness, identify system training and education needs, define the risks faced by citizens served by the OCFA, and make sound decisions that improve community safety.

PROCEDURE

The employees designated in this procedure will complete OCFA Incident Reports accurately and within the timelines outlined within this policy.

Report Completion Timelines

All reports shall be complete by the end of the next on-duty shift following the shift in which the incident occurred. Reports shall be considered late if not complete within two shifts. Reports that are part of an ongoing investigation will not be held to this time frame; however, all known information shall be input within the timeframe in order to meet the intent of this policy.

Every effort shall be made to complete all incident reports before the end of the shift in which the incident occurred. Emergency calls are one of our core functions and the incident response is not finished until the report is complete. The quality of the documentation will be highest when the information can be more easily recalled, the day it occurred, rather than several days following the incident.

Battalion Chiefs will receive monthly reports documenting the timeliness of report completion. These reports should be used to train, coach, counsel and evaluate personnel.

Incident Report Responsibility

A. Incidents within OCFA jurisdiction, handled by OCFA units

1. All call types, with the exception of ALS medical aids – The first arriving Company Officer, unless an alternate officer is designated by the Incident Commander, is responsible for completing the incident report.
2. ALS medical aids – The paramedic from the escorting unit is responsible for completing the incident report.

B. Incidents within OCFA jurisdiction in which auto-aid was received and OCFA units also responded

1. All call types, with the exception of ALS medical aids - The first arriving OCFA Company Officer will be responsible for the report.

COMMAND PROCEDURES

OCFIRS: CONTENT AND RESPONSIBILITY

- On fire related incidents involving multiple unit responses (STR, VEG, etc.), if the auto-aid unit arrives first and cancels all other units, the closest OCFA unit will continue into the call, code 2, to obtain the appropriate fire incident report information.

2. ALS medical aid - The OCFA unit is responsible for completing the incident report.

- Example #1 - ORG-E4 and M21 are assigned to the incident; M21 is responsible for the OCFIRS report.
- Example #2 - T34 and FUL-E5 are assigned to the incident; T34 is responsible for the OCFIRS report.

C. Incidents within OCFA jurisdiction in which OCFA units were dispatched but no unit arrived onscene

All call types - The Company Officer on the FIRST DUE OCFA unit is responsible for the report

D. Incidents within OCFA jurisdiction in which no OCFA unit was dispatched (handled by auto aid)

1. Fire related incidents - The Clerk of the Authority (COA) will contact the responding agency and acquire pertinent report information. The COA will complete the OCFIRS report.

2. All other call types – The COA will complete the report as a “500-Service call”.

E. Incidents outside of OCFA jurisdiction

All call types - The Company Officer on the OCFA unit nearest the dispatch location, which responded to the incident, is responsible for the report

Unit Report Responsibility

The first two arriving OCFA units must complete a unit report on every incident. The Battalion Chief and/or highest ranking Chief Officer shall also complete a unit report on all working structure or greater fires, wildland fires and multi-casualty incidents in which he/she assumed command. Additionally, the Chief Officer shall review the OCFIRS report for accuracy and completeness of data before the report is closed.

Additional units may complete a unit report at the discretion of the Battalion Chief and Company Officer. Company Officers whose crew members actively engaged in onscene operations are always encouraged to provide documentation as to their unit’s actions.

EMS Reports

Documentation of Emergency Medical Service (EMS) reports shall provide a comprehensive overview of the following items:

1. Patient information (name, age, sex, chief complaint, clinical impression, etc.)
2. Scene description
3. History of event
4. Action taken, including: all medical interventions; the employee number and name of the individual who provided the intervention; and the patient response to the intervention(s).
5. Disposition of patient and patient's personal belongings.
6. Explanation of any unusual events.

Fire Reports

Documentation of fire related incidents, at a minimum, shall contain the following information:

1. Initial size-up information
2. Actions taken by the first arriving unit
3. Origin & Cause information
 - a. Source of ignition
 - b. Material first ignited
 - c. Event that brought the two (source of ignition and material first ignited) together
 - d. Additional details on cause, including WHAT caused the fire, HOW did the fire spread, WHY did these circumstances exist and why did someone get injured or die.
4. Effectiveness of building fire protection systems (smoke alarms and/or sprinkler systems).
5. Owners, witness, suspect statements.
6. Fire Service and/or Civilian Casualties. Anytime there is an injury associated with a fire related incident the injured person(s) must be entered in the OCFIRS report as either a Fire Service or Civilian Casualty. For OCFA employee casualties, all appropriate Workers' Compensation (WC) notifications must also be made.

Company Officers are encouraged to utilize the "OCFIRS Data Sheets" to assist in capturing all appropriate information prior to leaving the fire scene.

Exposure Reports

OCFIRS exposure reports shall be completed any time an OCFA employee is exposed, or potentially exposed, to either hazardous material or communicable disease(s). The exposure reports are located under the "resources" tab, directly adjacent to the unit roster information; identified as (1) HazMat Exposure and/or, (2) Communicable Disease Exposure Report

Reporting Procedures During System Outages

OCFIRS Data sheets should be used to document any incidents that occur during a system outage. OCFIRS Data sheets should be kept at the station and entered into OCFIRS by the responsible employee as soon as possible after the system becomes operational.

OCFIRS Data sheets should be kept at the station and on the unit in sufficient quantity to handle the incident report load of that station for approximately one week.

Security and Program Protection

OCFIRS is the property of Orange County Fire Authority and as such is intended solely for the use of OCFA employees in the performance of Authority functions. Duplication, use, or disclosure of OCFIRS source code, written documentation, or stored data, in whole or part, is strictly prohibited.

All incident reports entered in OCFIRS are public records that can contain sensitive information and are subject to the Public Records Act. In addition, the documents are sometimes used in legal matters and accuracy of content and proper processing is extremely important. Personnel shall not attempt to override the security levels built into the OCFIRS system for any reason.

Information Distribution

OCFIRS reports and information shall only be released to the public through the Clerk of the Authority (COA).

The Clerk of the Authority is the only entity authorized to distribute incident reports to the public. Distribution of OCFIRS information from persons other than the COA is prohibited.

OCFIRS Review/Oversight

In an effort to provide oversight for data accuracy and reliability, the OCFA utilizes a **committee approach to support staff, review reports, gauge system performance, and recommend system improvement**. The OCFIRS Review Committee designates an employee as the Single Point of Contact (SPC) to conduct daily audits and communicate changes necessary to maintain quality.

Review of fire related OCFIRS reports - The SPC reviews all fire related reports and provides feedback to the report writers in an attempt to provide system-wide consistency and accuracy in data collection and reporting. Battalion Chiefs will receive monthly reports documenting the performance of their staff in writing reports.

Review of EMS related OCFIRS reports - The EMS Section provides periodic review of OCFIRS reports, based on current data quality studies. Feedback from EMS related OCFIRS reports are provided by the Nurse Educators.

OCFIRS Assistance

Online OCFIRS related tutorials, forms and examples can be accessed through the OCFA Intranet on the Operations Department home page: [OCFIRS Help Center](#)

Assistance with coding of fire related incident reports is available by contacting the OCFIRS Single Point of Contact (SPC) (714) 573-6155.