



PASO ROBLES DEPARTMENT OF EMERGENCY SERVICES POLICIES AND PROCEDURES

NFIRS Incident Reports

Issue Date: 02/09/2012

1. PURPOSE

- A. To establish a standard for completion of NFIRS incident reports

2. PROCEDURE GUIDELINES

- A. The State Fire Marshal (SFM) is responsible for gathering statistical information on all incidents occurring within the State.
- B. The SFM has passed the responsibility for reporting this information to local fire departments.
- C. An incident number shall be generated for any response.
- D. A NFIRS incident shall be generated in Firehouse Software for any response.
- E. NFIRS report shall be completed prior to end of the tour by the company officer.
- F. Estimated loss shall be tabulated using SFM Property Value Calculator.

Revision History:

| Rev. level changed to | Change Description | Change approved by | Last issue Date |
|-----------------------|---|--------------------|-----------------|
| 2 | SFM Property Value Calculator added, Authority section removed. | KJ | 02/09/2012 |
| | | | |
| | | | |