

EMS & Fire Reporting

CHAPTER 7.16

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Submitted: EMS Branch	Approved by: Chief of Fire Rescue

Purpose

To ensure that a complete and accurate report is completed and submitted for all incidents.

To ensure that appropriate documentation and continuum of patient care are recorded.

To ensure that appropriate documentation of all activities at fire, hazardous materials, and other major incidents are recorded.

General

The Department shall utilize a designated electronic reporting system as the reporting mechanism for all incidents.

The Company Officer (Lieutenant, Rescue Lieutenant) is responsible for the submission of all reports assigned to their respective apparatus. A report shall be completed detailing the actions of each apparatus dispatched. All apparatus dispatched to an event will receive an Incident Number. This number will allow multiple unique reports for each event.

CAD information shall be imported for ALL reports (CAD(F2)/Import Selected CAD Info). This information may be modified after import to improve accuracy.

A request to dispose of a CAD Record may be submitted for verified Incident Number assignment errors. All reports shall be complete, accurate, and submitted immediately after the incident.

All narratives shall include a description of the following:

- Incident the units were dispatched to
- What was found
- What was done
- What happened as a result of what was done
- How the incident was terminated

A copy of the report shall be left at the receiving healthcare facility at the time the

patient is delivered. If an emergent departure of the crew is required prior to completing the report, then a verbal report or short written form with essential medical information must be presented at the time patient care is transferred.

Should an extenuating circumstance arise where completing the report will be delayed, the District Chief shall be contacted for approval.

EMS Reports

A complete and accurate EMS report shall be completed for all assigned EMS incidents including but not limited to EMS standby, cancellations and diversions (incident reassignment).

An EMS report shall be completed on every patient contact, by each unit making patient contact, regardless of the unit type (first response or rescue) or treatment administered. All ACFR units, including fire apparatus, shall complete an EMS report for EMS incidents. A patient is defined as "An individual who presents with a chief complaint or has evidence of a medical condition, injury or who has vital signs outside the normal range.

The Company Officer of each unit is responsible for the completion of a patient care report on every patient contact, regardless of treatment administered. Paramedics shall complete ALS reports and EMT's may complete BLS reports at the discretion of the Company Officer. This will provide documentation of continuum of care and actions taken by the units assigned to the incident.

The NFIRS TAB of the EMS report shall be completed as well by all responding units. This will satisfy the NFIRS reporting requirement, negating the need for a separate fire report for this incident.

NOTE Engines, Squads, Towers, and Quints are considered "**EMS Apparatus**" for **EMS calls** (300 Series) when accounting for personnel and apparatus.

Under the "Apparatus" section of the NFIRS report, only ACFR apparatus/personnel arriving on scene shall be accounted for. Apparatus/personnel from other agencies shall not be documented.

The following dispositions are contained in ESO and will require a narrative only for Non-Transport Dispositions:

Cancelled (Prior to Arrival at Scene) - canceled en route, canceled by caller through dispatch, or cancelled en route by another agency other than Alachua County Fire Rescue.

Cancelled (No Patient Contact) – cancelled on scene by another Alachua County Fire Rescue unit or agency other than Alachua County Fire Rescue prior to making patient contact.

Cancelled on Scene/No Patient Found – After arrival on scene units found there is no patient at dispatched location (due to incorrect dispatch information or patient no longer on scene).

Stand By- Special Events or EMS unit standby on a fire scene that yielded no patients. The following Non-Transport Dispositions will require a full report:

Patient Dead on Scene – No Resuscitation Attempted (without transport) – Patient met “Determination of Pre-Existing Death” medical care protocol criteria.

Patient Dead on Scene – Resuscitation Attempted (without transport) – Resuscitation attempts ceased after directed to terminate efforts by OLMCP.

Patient Evaluated, No Treatment/Transport Required– patient refuses transport after EMS evaluation (contact OLMCP if indicated).

Patient Refused Evaluation/Care (Without Transport) – Patient refusing EMS evaluation, or recommended treatment, and transport to the Emergency Department for complaint (Patient must meet refusal criteria in medical protocols or OLMCP approves of refusal after contact).

Patient Treated, Released (AMA) – Patient accepted some level of EMS evaluation and treatment for current complaint, crews on scene believe patient should be transported for further evaluation/treatment, and patient refuses (Patient must meet refusal criteria in medical protocols or OLMCP approves of refusal after contact).

Patient Treated, Released (per protocol) – Patient treated for hypoglycemia, bronchospasm, or seizure who meets “Refusal after Treatment” medical protocol criteria. This is still considered a refusal, however, contacting OLMCP is not required if criteria is met.

Patient Treated, Transferred Care to Another EMS Professional - An ACFR unit that arrives first on scene, making patient contact and transfers care to the transporting unit. Transfer to outside EMS Agency, (ShandsCair).

A report for each patient transported is automatically available for the destination hospital online by ESO once the report is signed by the Rescue Lieutenant.

Fire Reports

A Fire Report shall be submitted by the Officer of the Suppression Apparatus for all non-EMS events which receive an Incident Number including but not limited to fires, fire standby, hazardous conditions, cancellations and diversions (incident reassignment).

ACFR Rescue units responding to non-EMS calls shall NOT complete a Fire Report. Rescue units will complete an EMS Report and the required NFIRS tab.

The fire report "Incident Type" shall be determined by the order of arrival and/or Nature of Call at Scene.

The Company Officer from the first arriving ACFR suppression apparatus (excluding Rescue and District Chief) shall ensure that a "primary/detailed" Fire Report, regardless of the incident location, is submitted for all fire suppression related events (alarms, hazardous conditions, fire of any nature, etc.).

The Officer from each of the other dispatched suppression apparatus (including District Chief and Rescue Unit) shall submit a supplemental report (Incident Type: 000 Supplemental) detailing their actions. This will provide documentation of all activity at the scene and allow for a better recreation of the incident.

In the event of simultaneous arrival, the Officer from the apparatus (excluding Rescue and District Chief) of which the call is in their first due area shall complete the primary/detailed report.

In the event that all units are canceled en-route, the closest suppression apparatus shall complete a primary report, all others shall complete a supplemental (000).

In the case where an ACFR Rescue unit is the only ACFR unit on scene for a Fire Incident, i.e. with the City of Gainesville, the Company Officer from the ACFR Rescue unit shall complete an EMS report with the NFIRS tab. The incident type shall be an EMS Standby with notation of the appropriate actions taken. The ACFR Rescue unit need not complete a fire report.

When multiple fire suppression apparatus from one station are assigned to an incident (i.e. Brush 15 and Tanker 15) an individual report shall be required for each unit. If the tanker or brush units respond to independent calls a primary/detailed report shall be completed for each separate call.

Under the "Apparatus" section of the NFIRS report, only ACFR apparatus/personnel arriving on scene shall be accounted for. Apparatus/personnel from other agencies shall not be documented.

[Rescue Reporting Matrix](#)

[Fire Reporting Matrix](#)