

	Standard Operating Guideline: OPS 4	
	Subject:	Incident Reporting
	Effective Date:	November 1, 2012
	Revision Date:	March 15, 2017
	Approval:	<i>[Signature]</i>
	EMS Representative:	<i>[Signature]</i>
	Fire Representative:	<i>[Signature]</i>
	Career Representative:	<i>[Signature]</i>
Director:	<i>[Signature]</i>	

PURPOSE: To assure the accurate and timely reporting of all calls for service. This shall include but not be limited to National Incident Fire Reporting System (NFIRS) and Pre-hospital Patient Care Reports (PPCR)/Electronic Health Records.

I. POLICY:

- A. For each call dispatched to a fire company a National Incident Fire Reporting System (NFIRS) report shall be completed using the approved software of Franklin County.
- B. Fire reports shall be submitted electronically using the approved software to the Franklin County Department of Public Safety for a review of accuracy.
- C. These reports shall also be submitted electronically to the Virginia Department of Fire Programs monthly.
- D. The Fire Marshal, or their designee, shall determine the cause and origin of each structure fire, or any other fire deemed suspicious in nature. This report shall be included within the original fire report submitted by the responding station.
- E. For each call dispatched to an EMS agency, the Attendant in Charge (AIC) shall complete a Pre-hospital Patient Care Report (PPCR)/Electronic Health Records in the approved software of Franklin County. These reports shall be submitted electronically to the Franklin County Department of Public Safety for a review of accuracy.
- F. Completed Pre-hospital Patient Care Reports/Electronic Health Records shall be submitted to the Virginia Office of Emergency Medical Services within 24 hours of the completion of the incident.
- G. All reports containing patient information shall be stored in a manner to safeguard the patient's personal information and medical history in accordance with the Virginia Office of Emergency

Medical Services Regulations and the Federal Health Insurance Portability and Accountability Act (HIPAA) guidelines.

H. Electronic reports shall be password protected.

I. All Career fire/EMS providers shall complete both a NFIRS and a PPCR/Electronic Health Record on all EMS calls.