

Campbell County Fire Department Standard Operating Procedure		
General/Administration	Documentation of Operational Activities	<i>107.01</i>

I. PURPOSE:

Operational activities including Fire and EMS event responses, training activities and daily routine shift activities shall be documented by utilizing the Department's computer systems and Firehouse incident reporting software.

II. SCOPE:

This Procedure applies to all CCFD operational activities.

III. PROCEDURE:

Documentation activity will be performed utilizing the following procedures and guidelines:

1. Fire Incident Reporting:

1.1. All Firefighters or Company Officers will fill out CTRs with their unit's complete response information (times, unit, and personnel information) in the appropriate areas.

1.2. For each Department response, only one basic incident report will be entered into the system. The Incident Commander or Career Officer will enter this information as soon as possible after the event. This information may include EMS-related data as dictated by the incident. All responding stations will submit a Crew Time Report (CTR) for each response. CTRs must be faxed to Station One or delivered to Station One in the CTR box within 24 hours of the call.

2. EMS Incident Reporting:

2.1. All EMS responses will be documented by completing the narrative for the call, submitting it into Firehouse, and emailing it to medical reporting.

3. Daily Work Report:

3.1. Company Officers will document the daily routine activities of their assigned personnel utilizing Firehouse software and the Daily Log Module.

3.2. Information required includes the following:

3.2.1 Personnel on duty and their specific assignment for the tour.

3.2.2 Normal activities completed (housekeeping, apparatus inspections, etc.)

3.2.3 Brief description of special activities (training, station tours, etc.)

4. Volunteer Reporting:

4.1. Volunteers covering shifts must document their time on a CTR and submit it into the CTR box at end of each shift.

Initial Approval: Revision Date:	Page 1 of 2	Don Huber, Fire Chief ORIGINAL SIGNED
-------------------------------------	-------------	--

Campbell County Fire Department Standard Operating Procedure		
---	--	--

General/Administration	Documentation of Operational Activities	<i>107.01</i>
------------------------	--	---------------

- 4.2. Shift Captains will document the previous night's activity in Firehouse and submit it to the Division Chief of Volunteers to facilitate the tracking of volunteer hours.

Initial Approval: Revision Date:	Page 2 of 2	Don Huber, Fire Chief ORIGINAL SIGNED
-------------------------------------	-------------	--