



GUAM FIRE DEPARTMENT
DIPATTAMENTON GUAFI GUAHAN
*Professionalism * Respect * Integrity * Dedication * Empathy*



**GFD National Fire Incident Reporting
System SOP**

Purpose

The purpose is to establish guidelines for the use of the National Fire Incident Reporting System (NFIRS) for all GFD emergencies and non-emergencies.

Scope

In order to properly document all emergency and non-emergency incidents, GFD will now utilize the National Fire Incident Reporting System (NFIRS) for all reports. NFIRS reporting shall be the standard for all GFD reports.

References

NFIRS 5.0 Complete Reference Guide, 2013. (Available upon request)
NFIRS 5.0 Coding Questions Manual, 2014. (Available upon request)
ImageTrend Rescue Bridge

Procedure

- I. General Requirements
 - a. Any time a case number is issued for any emergency or non-emergency, a NFIRS report is required.
 - i. Multiple units responding to one response will be responsible for completing their individual NFIRS report.
 - b. It is the responsibility of the District Commander and Station Officer in Charge to ensure that NFIRS reports are completed for all incidents.
 - i. The OIC may allow another member of the member of the company to complete the report. The OIC must ensure that all the information contained in the report are factual and reflect all aspects of the incident.
 - c. NFIRS reports must be completed no later than two shifts after the incident date for quality assurance assessment. Failure to do so will result in progressive discipline.
 - d. The GFD Training Bureau for quality assurance will scrutinize all NFIRS reports. Only GFD Training Bureau personnel are authorized to change the status (Completed, Reviewed, etc.) and lock or unlock the report.
- II. Unit Identifiers (Does not apply to EMS and Rescue units)
 - a. All Fire Suppression and Rescue Units will now use unit identifiers attached to assigned case numbers. Example: 15-#####-E1 (year-case number-unit). Please enter the case number in

this format only when completing the reports. The identifier allows for multiple units to utilize the same case number when completing a report. Identifiers are listed in the appendix.

III. NFIRS Templates (ImageTrend Rescue Bridge)

- a. All Fire and Rescue units responding to fire or rescue related emergencies and non-emergencies shall use the *Complete NFIRS Fire Report* template.
- b. Fire Prevention personnel shall also use the *Complete NFIRS Fire Report* template for all arson related responses.
- c. All Fire and Rescue units responding to EMS related responses, with no ambulance needed on scene, shall use the *Service Standard w/Fire* template and complete a NFIRS report by clicking on the Fire tab within the template.
- d. All Fire and Rescue units responding to all EMS related responses with an ambulance on scene shall only use the *Complete NFIRS Fire Report* template.
- e. All EMS and ALS units shall use the *Service Standard w/Fire* template for all medical related responses. For all EMS and ALS responses, a NFIRS report must be completed by clicking on the Fire tab within the template.

Appendix

Engine 1	E1
Engine 3	E3
Engine 4	E4
Engine 5	E5
Engine 6	E6
Engine 7	E7
Engine 8	E8
Engine 9	E9
Engine 10	E10
Engine 11	E11
Engine 12	E12
Rescue 1	R1
Rescue 2	R2
Rescue 3	R3

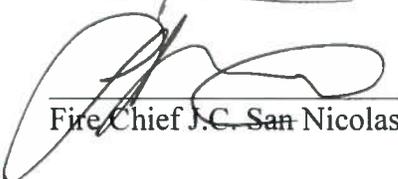
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