

Fire Operations

Subject: NFIRS Report Reviews
Created: 11-22-2023
Effective: 02-02-2023
Approved: 12-21-2022
Section: 214.00

214.01 Purpose

To provide an on-going program that will ensure the thorough and detailed documentation of operations on emergency events, create consistency in reporting, and ensure accountability for the actions of departmental members.

- A. Appropriate delivery of the proper service
- B. Adherence to the policies and procedures of the Ocean City Fire Department.
- C. NFPA 1710 compliance for personnel on scene.
- D. Identify trends that may lead to individual, shift, or divisional re-education and /or remediation.
- E. Accurate attendance for Volunteer members LOSAP credit.

214.02 Policy

- A. All NFIRS reports will be initially reviewed for departmental compliance requirements by the Career Division Lieutenants.
- B. Assigned chart review personnel and the Battalion Chief (Fire) will review NFIRS reports for compliance with Ocean City Fire Department policies.
- C. NFIRS discrepancies of a minor nature will be brought to the attention of the report writer; more serious issues will be brought to the Battalion Chief (Fire) and/or (Training) for additional review.
- D. If applicable, the Fire/Recue review Program, as outlined in SOG 228.00 will be convened.
- E. If identified as an individual or systemic issue, re-education or remediation will be provided. Non-compliance with the remediation process will result in disciplinary actions.

214.03 Procedure

- A. All NFIRS reports will be reviewed for departmental compliance of SOG's/FCGO's and OCFD policies by the QA/QI assigned personnel.
- B. NFIRS report writer or the IC should ensure that all required fields are completed and are accurate.

Ocean City Fire Department
Standard Operating Guidelines

- B. The use of the auto narrative template is set to capture pertinent information for those specific type incidents and should be used. If the auto generated narrative is not used, the IC is responsible for capturing that pertinent information in their report.
- C. The incident type is required, the best most appropriate choice should be selected as to the nature found. The dispatched reason does not have to match the situation found.
- D. Mutual aid is automatic aid for any reported structure fire in the Ocean City Fire district. Mutual aid given is for any response outside the district including EMS calls in Worcester County or Sussex County.
- E. Property use should complete as appropriate and accurate to the type of call.
- F. Water on the fire time stamp needs to be in the narrative from CAD notes for NFPA 1710 for structure fires.
- G. Total loss amounts are not to be entered by our personnel. The Office of the Fire Marshal will handle the dollar loss estimation.
- H. Attendance of all personnel on the scene is required to be entered either by kiosk entry or by the IC.
- I. 311 Fire Marshal referral is to be utilized by the IC for complaints or compliance issues that need an OFM notification.