



# Jackson Hole Fire/EMS Operations Manual

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## PURPOSE

To provide the format and guidelines used to properly complete required incident reports for all incidents to which Jackson Hole Fire/EMS responds.

## SECTION I – INCIDENT REPORTS

1. An Incident Report shall be generated for every incident to which Jackson Hole Fire/EMS responds. An report need not be generated for those dispatches cancelled prior to apparatus leaving the station. Non-Medical incident reports will be completed in accordance with the directions and guidelines for that type of report.
2. An Incident Report will be completed by the Incident Commander upon returning from the incident.
3. Each Incident Report shall be reviewed and approved by a senior officer to meet all NFIRS requirements.
4. Pre-Hospital Patient Care Reports will be completed in accordance with the directions and guidelines for that type of report.

## SECTION II - PROCEDURE

1. The Incident Commander, upon returning from the incident, shall enter the incident information onto the department's incident report form.
2. The Battalion Chief on Duty Rotation is responsible verifying the accuracy and completeness of his/her own shift's incident reports.

3. All reports will be forwarded to the Deputy Chief – Prevention & Administration for review prior to being entered into the department's computerized information system.
4. The Battalion Chief on Duty Rotation will be responsible ensure data is entered into the department's computerized information system for incidents occurring during their rotation.
5. Incident numbers will be assigned by the computer system's next available report or as assigned by the Deputy Chief – Prevention & Administration.
6. All spelling must be correct. If in doubt, check maps, directories, or dictionaries.
7. Enter the complete full name of the property owner.
8. Enter the complete full name of the occupant(s).
9. All pertinent information shall be provided in order to allow the NFIRS forms to be completed.
10. A written description of the incident must be included in the Narrative section of the incident report.

### **SECTION III – SECURITY AND CONFIDENTIALITY**

While much of the information gathered to complete and incident report is public information, a great deal of that information is not. The following shall apply to all incident reports generated by Jackson Hole Fire/EMS.

1. All requests for information, reports or personal interview of personnel shall be forwarded to the Deputy Chief – Prevention & Administration.
2. The release of reports shall be approved by the Deputy Chief – Prevention & Administration.
3. All Pre-Hospital Patient Care Reports are confidential and not for release unless authorized by the Deputy Chief – Prevention & Administration.