

Bethel Township Fire Department

GENERAL ORDER: 106	SECTION: Administration
SUBJECT: Fire and EMS Incident Reporting	EFFECTS: All Personnel
ADOPTED: 05/01/2016	SUPERSEDES: None
REVISED: 09/20/2020	

PURPOSE: To establish a standardized policy on data entry of Fire and EMS reports.

GENERAL ORDER:

- All Fire and EMS reports are to be completed as soon as possible or within three (3) hours. Any exception must have approval from a supervisor.
- In the event of the electronic reporting system is down, a paper report must be completed and faxed to the receiving hospital within three (3) hours of completion of the call.

EMS Reporting

It is the responsibility of the EMS crew member providing treatment to the patient to complete an EMS report. If more than one EMS provider provided treatment, all crew members involved in treatment will ensure that complete documentation is recorded. This reporting is to follow the Incident Reporting Guideline as appropriate.