

	Dothan Fire Department POLICY	
	Policy Name:	Incident Reporting
	Policy Number:	8
	Standard:	TBD
	Implementation Date:	July 14, 2017
	Date of Last Revision:	March 4, 2021
	Authority:	Larry H. Williams, Jr, Fire Chief

I. PURPOSE

To ensure we comply with all incident reporting mandates as established by the Dothan Fire Department and Alabama Department of Public Health.

II. POLICY

1. A patient care reports must be completed in the Zoll electronic patient care reporting software (Zoll ePCR) for incidents where there was a mechanism of injury, chief complaint, assessment performed, treatment provided, or patient transported.
2. All patient care reports must be completed in Zoll ePCR within 24-hours of initial patient contact.
3. In the event of Zoll ePCR hardware or software failure that results in an incomplete report, notify your supervisor and the EMS Captain prior to ending the shift.
4. All units that arrive on scene of a working incident (fire, extrication, rescue, etc.) must complete a narrative in Firehouse.

III. RESERVATION OF AUTHORITY

The Fire Chief reserves the authority to amend, modify, or change this policy.

IV. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved on this 4th day of March, 2021.

(Signature on File)

Larry H. Williams, Jr.
 Fire Chief
 DOTHAN FIRE DEPARTMENT