



# SOUTH LYON FIRE DEPARTMENT

## Manual of Procedures 109

### NFIRS REPORTING

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Approved: Chief Robert Vogel

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#### I. PURPOSE

Provide direction to SLFD personnel for the completion of National Fire Incident Report System (NFIRS) reports. The SLFD uses FMRS provided by Oakland County Information Technology to complete and submit NFIRS reports. All requests for service shall be logged in Cfirs/Clemis and an incident report shall be completed. Requests for service are additionally logged in I AM RESPONDING. A 3<sup>rd</sup> party app used by SLFD.

#### II. RESPONSIBILITY

The Incident Commander is responsible to ensure accurate and thorough completion of the NFIRS report.

#### III. MUTUAL AID STAND-BYS

For stand-by alarms where SLFD is requested to stand-by at another fire department, the alarm address will be the address of the mutual aid fire station that SLFD was requested to stand-by at. For each alarm SLFD responds to while on stand-by, a SLFD alarm number will be requested from Novi Regional 911, and a NFIRS report will be completed.

#### IV. ALARM TYPES

For EMS incidents where SLFD personnel have patient contact (a Medical Control patient care report was completed) the alarm type will be

**321 – EMS call, excluding vehicle accident with injury**

Actions taken will be

**32 – Basic life support**

For EMS incidents where SLFD personnel are cancelled by HVA prior to or on arrival and do not have patient contact (a Medical Control patient care report was not completed) the alarm type will be

**611 – Cancelled**

Actions taken will be

**93 – Cancelled enroute**

#### V. NARRATIVE

Each NFIRS report shall have the following information contained in the “Narrative” tab. For EMS incidents, this information must be present in both the “Narrative” tab of the “Advanced EMS” section and the “Narrative” tab of the main report. It is acceptable to cut and paste the same text in each section. If staff choose to use the bold headings below to help organize their narrative, that is optional.

##### **Dispatch**

State the dispatched address and what SLFD was dispatched to. This section shall also contain any additional information that was provided by Novi Regional 911 Dispatch prior to the arrival of SLFD. “SLFD was dispatched to 335 South Warren for a reported vehicle fire.”



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### **Response**

State whether apparatus responded emergency or normal traffic and indicate road and weather conditions while responding.

“Engine 2 responded emergency traffic over snow covered roads with clear visibility.”

### **Arrival to Find**

State what SLFD units encountered on arrival. This section shall include if HVA or SLPD was on scene prior to SLFD arrival.

“Engine 2 was arrival to find a vehicle with an engine compartment in the parking lot with no exposures. SLPD was on scene prior to SLFD arrival.”

### **Action Taken**

This is a thorough statement of what SLFD personnel did to mitigate the situation. Any unusual issues encountered during the incident shall be stated in this section.

“Engine 2 stretched the front pre-connect hose line and extinguished the fire using tank water. Fire damage was contained to the engine compartment of the vehicle with smoke and water damage to the passenger compartment.

The vehicle owner stated he was at a meeting in City Hall when he was notified his vehicle was on fire. The vehicle owner he had been having recent electrical issues with the vehicle. Fire origin appeared to be in the engine compartment near the alternator. SLPD contacted a tow service.”

### **Scene Left With**

State who the scene was left with or how the scene was secured when SLFD returned.

“The scene was left with SLPD who stated they would provide a ride for the vehicle owner and wait for the tow service.”

Approved by:  
/s/ Chief Robert Vogel