



## Nokomis Fire Department Directive

Initiated  
January 2012

Date  
Updated  
June 2014

Number  
106

Category  
Firehouse Software

Subject  
**Report Writing & Documentation**

### **INTENT:**

To establish a clear guideline for call documentation.

### **PROCEDURE:**

A run report must be completed in Firehouse software for every call NFD responds to, regardless of if cancelled. If a NFD unit is dispatched, a run number is generated.

1. Every clear report should have a NFD case number ex. “\*\* Case number K120001 has been assigned”. The case number will always begin with the letter K. In the event that the clear report doesn’t have a case number, the officer in charge should contact Dispatch (941-861-5941) and request one as soon as possible.
2. The OIC of the first arriving NFD unit is responsible for completing the report,
3. Once your run report has been entered into Firehouse software, the following information must be written in the top right hand corner of the clear report;
  - a. Case Number (ex. K120001)
  - b. Personnel on Units
  - c. Completed with initials & ID number (ex. Completed by H.B. NF-1)
4. Upon completion of the report, it will be placed in the proper folder in the Dispatch office in numerical order.
5. In the event that Firehouse software isn’t working properly, paper reports shall be handwritten on the proper form until repairs can be made.
6. Reports shall be completed within two hours of returning to station.