

Egg Harbor Fire Department and First Responders Standard Operating Guidelines

SUBJECT: INCIDENT REPORTING

SOG 015

PURPOSE: The purpose of this guideline is to outline the procedures for writing and completing the reports for all incidents.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

INCIDENT REPORTING

1. Any incident requiring the response of Department personnel or apparatus, the Incident Commander, or his/her designee shall complete the Incident Report Form.
 - a. All lines of the report that are pertinent to the incident shall be filled in.
 - b. Attach any notes taken to the report.
 - c. All personnel on the incident shall sign the back of the incident report.