

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.04	ADMINISTRATION
DATE IMPLEMENTED: MAY 8, 2017 DATE REVISED:	TITLE: COMPANY FIELD REPORTS

PURPOSE:

This guideline was promulgated to assist in completion of the NFIRS' Reports.

SCOPE:

All volunteer officers and volunteer firefighters.

PROCEDURE:

1. LFD Company Field Reports will be maintained in all volunteer apparatus.
2. Prior to leaving the scene of an incident, the Ranking Volunteer Officer or Senior Volunteer Firefighter responding of each respective Company will complete a LFD Company Field Report.
3. Special attention shall be directed to a complete an accurate listing of the respective personnel of the Company who were on the scene of the incident so these individuals can be listed on the Incident Report.
4. The assignment of the Company must be noted and the specific actions that were taken to carry out the respective assignment must also be recorded.
5. In order to assist the Career Personnel in completing their Incident Reports in a timely manner, every effort shall be made to submit the LFD Company Field Report to the Ranking Career Officer or Senior Career Firefighter prior to leaving the incident scene. Should this not be possible, every effort will be made to provide the Field Report to the on-duty Career Personnel as soon as practicable in-person, through the Incident Commander; or, via email or fax, telephone, text, etc. immediately upon returning to quarters.
6. Upon completion of Incident Reports by Career Personnel, LFD Company Field Reports will be forwarded to the Career Captain. The Career Captain will be responsible for filing and maintaining Company Field Reports in date order throughout the current year. At the end of every calendar year, the Company Field Reports will then be forwarded to the Board Office.

LFD COMPANY FIELD REPORT

Date _____

Incident Location _____ LFD Unit _____

Indicate Company Assignment by Checking Appropriate Area(s)

Water Supply _____ Advance Hoseline _____ Ventilation _____ RIT _____

Primary Search _____ Secondary Search _____ Ground Ladders _____ PAR _____

ICS _____ Aerial Ladder Operations _____ Safety _____

Specific Actions Taken: (Legibly explain in detail what activities you engaged in to carry out your assignment)

- Additional Comments on Reverse Side: Yes _____ No _____

Members on the Incident Scene:

Submitted by _____ **Signature** _____

Incident #: _____
Office Use Only