TOLEDO FIRE & RESCUE DEPARTMENT

B-58 Missing And Incomplete NFIRS And EHRS

Non-Emergency Manual

Date Revised: 04/09/2023

Last Modified: 08/29/2024 12:19

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Purpose

To improve the efficiency of completing NFIRs/EHRs which need amending or are missing. Also, to ensure completeness and accuracy of fire department reports requested by outside agencies and intradepartmental.

Definitions

The National Fire Incident Report (NFIR) – describes the kind of incident responded to, where it occurred, the responses used to mitigate it, and how losses and other information designed specifically to understand the nature and causes of fire and hazardous material incidents.

The Electronic Health Record (EHR) – is a report that includes documentation regarding the assessment, history and treatment for patients to whom we responded and provide care.

Data elements from both NFIRs and EHRs must be reported to outside agencies for investigation, follow up, tracking, quality assurance, continuity of care etc. Therefore, it is imperative that these reports are accurate and completed by the end of the tour, unless a technical issue arises.

Responsible Party – is any Officer, Acting Officer or other employee who is responsible for submitting a competed NFIR or EHR upon termination of an incident.

A missing NFIR – is a NFIR not completed by the end of the responsible party's (Officer or Acting Officer's) shift.

A missing EHR – is an EHR not completed by the end of the responsible party's (Officer or Acting Officer's) shift.

An incomplete NFIR/EHR – Has errors and needs to be corrected or amended.

Policy / Procedure

Effective November 1st, 2020, all missing and incomplete NFIRs/EHRs shall be posted on the Intranet under the FPB section. The missing and incomplete NFIRs/EHRs will be posted M-F by 1600hrs, exclusive of holidays. All responsible parties who work a 24-hour tour shall check the Intranet every tour to ensure they do not have a missing or incomplete NFIR or EHR. All responsible parties who work a staff schedule shall check the Intranet every workday to ensure they do not have a missing or incomplete NFIR or EHR. Battalion Chiefs are responsible for ensuring that anyone under their command is performing this task and missing/incomplete reports are addressed as outlined in this policy.

All missing/incomplete NFIR/EHR shall be completed by the end of the first tour of duty worked, following the posting of the missing/incomplete NFIR/EHR reports. Any responsible party with posted missing/incomplete NFIRs/EHRs that have not been completed as described **shall be subject to the disciplinary process**.

Any difficulties that arise which prevent personnel from completing NFIRs/EHRs as described above shall notify FPB at 1140 or 3509 or EMS at 1275 or 1424 by land line, M-F 0800-1600hrs. If your tour of duty is on a weekend, then an email notification is acceptable.

No NFIR shall be printed or distributed without permission from the FPB Deputy Chief, Captain or Lieutenant.

No EHR shall be printed or distributed without permission from the EMSB Deputy Chief, Battalion Chief, Captain or Lieutenant.

The NFIRS/EHRS can be located by following the procedure below:

- “Launch the Intranet”
- Then proceed to the ‘Fire Prevention Bureau’ section of the Intranet.
- Then click on the “Missing NFIRS/EHRs” link.
- This will open the spreadsheet with those incidents that need amending or are missing.
- The on-duty Officer/Acting officer shall notify those within their command of NFIRs and EHRs to be completed as indicated by Missing reports spreadsheet.
- Those reports in need of amending shall contact the NFIR or EHR program manager for direction.
- Once the NFIR or EHR is completed, notify the appropriate program manager by phone or email.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b58

Last update: **08/29/2024 12:19**