TOLEDO FIRE & RESCUE DEPARTMENT

C-54 NFIRS Unit Reports

Emergency Manual

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Policy/Procedure

Completion of the Unit Reports in an NFIR on ESO ensures activities of single units, multiple unit companies, specialty units, task forces, or other Department resources are documented in a manner that facilitates ease of post-incident, after-action, reference, review and personnel exposure logs use.

The Unit Report is a standard document that is utilized to record actions or activities at any incident in which the Incident Command System has been formally implemented.

The Unit Report is accessed through ESO within the NFIR of the specific Incident being written. Required information shall be entered into the form's defined fields as completely as possible.

Conditions mandating the completion of the NFIR Unit Report are defined below:

- **1.** The Unit Report shall be completed by the commander of each unit responding to the dispatch of a working fire or greater, or at any incident deemed to be of such magnitude that the Incident Commander mandates its completion.
- **2.** The Unit Report shall be completed prior to the end of a respective platoon's tour of duty.

Once within the Incident NFIR click on 'Unit Reports.' Once within 'Unit Reports,' scroll until you find the specific unit to which you were assigned and click 'Edit.' At this time, you will be within the 'Edit Unit Report' page. Once on this page you will be responsible for all five tabs; Unit, Times, Actions, Personnel and Narrative. There will be imported information from the NFIR populating some of the entries, it is also the responsibility of the commander to make sure this information is correct.

Required information is as defined below:

Tab 1 **Unit**.

- This is a quick overview of the unit, its use and type of response and where from.

Tab 2 **Times**.

- This is usually auto-populated from CAD, so ensure it is accurate and fill in the rest as best as possible. If you were cancelled prior to arrival, please check that box.
- Entry shall reflect the timeframe between a unit's dispatch to an incident and the time the unit left the scene. This may differ from the time between dispatch and return to service, or "AOR" status, as a unit may leave an incident scene but be required to fulfill other duties prior to returning to service. ("Clean-Up", "Rehab", Critical Incident Stress Debriefing, "Hot Wash", etc.) A unit should clear an incident with dispatch, then go OOS for cleanup.

Tab 3 **Actions**.

- Entries shall reflect the most significant 1 - 4 actions taken by a unit while working on-scene at an incident. They should be listed in order of significance and not order performed. IE: Search is more significant than Investigate.

Tab 4 **Personnel**.

- Ensure crew is accurate. Entry shall reflect,
  - 1) the names of all crewmembers assigned to the reporting resource,
  - 2) the functional sector they were assigned to.
- Also, fill out any exposures the crew or crew members were exposed to and their decontamination efforts. This benefits our members to track all exposures to create a career profile for any potential future Cancer or Injury claims.

Tab 5 **Narrative**.

- This shall be a brief but complete overview of the Unit's actions during the incident.
- Additional observations or unusual events shall also be noted in this section to supplement the main narrative. This is to include the number of fire victims located and their position when found, unusual fire conditions, unique odors observed, problems encountered by the crew during their response including those requiring the need for forced entry, or any other pertinent information regarding the incident.

Extended Incidents

- Occasionally incident efforts may extend into multiple days with multiple different crews operating on the incident. The Unit Narrative shall have a dated entry from each unit commander detailing the efforts of the crew that day.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=c_manual:c54

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