

# San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Out of Jurisdiction Incident Reporting

Policy No. 2004-2

Adopted 04/19/04

Revised 09/27/06

- Title:** Out of Jurisdiction Incident Reporting
- Purpose:** The purpose of this policy is to accurately record events and details of all emergency incidents that all fire agencies within San Mateo County respond to outside their primary jurisdiction and maintain compliance with the National Fire Incident Reporting System (NFIRS).
- Policy:** It is the policy of the San Mateo County Fire Chiefs to establish and maintain a standard method of recording emergency incident reports.
- Background:**
- Procedure:**
1. Incident reports shall be completed for all incidents including the home agency and the responding agency if they are not the same. The responding agency will fill out all necessary fields of the report. The home agency will reference the responding agencies incident report number in the narrative section of their report. Any specific information about the incident will be provided by the responding agency's report.
  2. It shall be the responsibility of the officer in charge of the incident to complete the necessary report.
  3. The incident report shall include a narrative that provides the reader with a clear picture of the incident. This should include any unusual condition found and/or the disposition of the call.