

American Township Fire Department			Standard Operating Guideline	
Section Operations	Referral No. 3.8	Subject: Fire Reporting	Date Issued 11/03/2008	Date Revised

Purpose:

- To provide guidelines for preliminary fire reporting to ensure compliance with ORC 3737.24 and assist the State Fire Marshal in compliance of ORC 3737.23

Scope:

- This standard operating guideline will apply to all personnel.

Responsibilities:

- Officer
 - The officer in charge will be responsible for completion of the preliminary fire report
- Personnel
 - If a firefighter is in charge, he/she will be responsible for completion of the preliminary fire report

Guidelines:

- The preliminary fire report shall be completed in a timely manner and will be forwarded to the Investigation Bureau for review
- After review, the Investigation Bureau may request additional information as necessary to ensure accurate entry into the Statewide Reporting System
- Any firefighters having questions regarding preliminary fire report completion will ask any officer or inspector for help in completion of the report
- The Owner and/or Occupants Name, Age (or DOB), Phone number, Address, and Social Security Number shall be retained in the preliminary fire report for any and all incidents that involve damage and/or loss of property
- A description of the incident, actions taken by F.D., Origin and Cause shall be included in the narrative section of the preliminary fire report

Signature: Thomas Hadding	Title: Chief	Page 1 of 1
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