

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.02	ADMINISTRATION
DATE IMPLEMENTED: MAY 8, 2017 DATE REVISED:	TITLE: NFIRS' NARRATIVE

PURPOSE:

To ensure that the Incident Report shall be accurate and thorough, and it shall contain sufficient information to allow the reader to re-create an accurate portrayal of facts and events surrounding given incident.

SCOPE:

All personnel in the chain of command responsible for providing information and preparing the basic Incident Report.

GENERAL:

Incident Report Narratives are a reflection of, not only the Department, but the individual completing the report. Thorough, concise and accurate information is critical. Personnel professionalism is expected. The outline below is meant to serve as a guide for writing narratives. It should be viewed as the minimum amount of information that must be addressed and nothing stated or implied herein shall preclude the recording of additional facts/data as incidents dictate. The narrative shall be limited to the facts and not include superfluous or editorial comments.

1. Upon Arrival Found:

- a. Fire in the incipient, free burning or smoldering stage
- b. Fire alarm activation
- c. Arcing
- d. Fire extinguished prior to arrival with visible fire related damage.
- e. Smoke condition – light, heavy, etc.
- f. Odor
- g. Lock-out, Lock-in
- h. Structure or vehicle doors and/or windows open or closed, locked or unlocked
- i. Personal items present or absent

1A. Location of Findings:

- a. Vehicle exterior – roof, hood, truck, undercarriage, etc.
- b. Vehicle interior – passenger compartment, engine compartment, trunk compartment, etc.
- c. Structure – house, garage, stairwell, room, floor, basement, attic, roof, etc.

2. Actions Taken:

- a. Extinguishment – fire extinguisher, hoseline(s), shut off supply of natural gas or electric, etc.
- b. Ventilation – natural (horizontal or vertical), mechanical (smoke ejector or PPV)
- c. Check for extension (thermal imaging camera)
- d. Shut off utilities
- e. Entry forced or not
- f. How and specifically where was entry gained
- g. Lock-out and lock-in
- h. Evacuation – total or partial, horizontal, vertical, protected in place, etc.

3. Investigation revealed:

- a. Fires – cause of fire being investigated by the Office of the Ocean County Fire Marshal.
- b. Fire Alarm Activations – intentional false, malicious false, alarm malfunction, etc.
- c. Fire alarm reset notifications – “owner and/or occupant notified to have fire alarm serviceperson respond ASAP” whatever the day or time.

Document – Initiation, Transfer and Termination of Command; Primary Search Initiation and Results; Secondary Search Initiation and Results; Personnel Accountability Reports; Assignment of R.I.T.; Assignment of Safety Officer; Progress Reports; Other Agencies Notified; Other Agencies on Scene; etc.

Remember – “If you didn’t document it, it didn’t happen”