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FIRST DUE: NERIS/Fire Report Writing

Quick Start Guide

➤ [Link to Associated Training Videos](#)

<http://www.youtube.com/@firedistrict3training152>

Look for First Due Playlist

Access: Menu → Incident Documentation → Fire Incident List *or* from inside an ePCR Fire Short Form

1. BEFORE YOU START

- Every incident within the District should have a Fire Report.
- If using AI, use it before completing any report fields.
- Refer to the AI Cheat Sheet for guidance.

2. LOCATE YOUR INCIDENT

- Choose the incident from the CAD-fed incident list.

Incident Status in far-right column:

Triangle = Not Started

Pencil = In Progress

Eyeball = Completed

Green EMS number = number of linked ePCR reports.

3. CAD INFORMATION

- CAD data is automatically downloaded into Fire List
- Use Refresh CAD if call details or timestamps changed.
- If CAD/dispatch errors and the incident does not populate in the Fire List, contact Shannon to create a blank one for you (very rare occurrence).

4. PRIMARY INCIDENT TYPE

- Choose the incident type that reflects what your unit or the District actually did or what you experienced, not necessarily what the actual incident type was.
Example: You were cancelled on a fire outside the District, Incident Type should be Cancelled. The other agency will document the fire details.

5. DISTRICT REPORTING REQUIREMENTS

- All District incidents should have a Fire Report.
- This includes incidents primarily handled by mutual aid agencies inside our District. If you responded to a mutual aid incident, indicate mutual aid given in the appropriate fields.

6. CUSTOM QUESTIONS

- Some fields are locally created custom questions.
- AI does not currently complete custom questions.

7. SAVE AND COMPLETE

- Review the report.
- Click Save and Complete.
- Completed reports move to Authorized status.

8. REPORT NOT NEEDED?

- Change status to Flagged for Deletion.
- Include a brief explanation in the narrative.
- Examples: alarm tests, calls outside the District where we didn't respond but a unit was added by CAD.

IMPORTANT

Primary Incident Type drives many report workflows. Always select the incident type that reflects what your unit or District actually did. AI should be used at the beginning of report writing.

FIRE REPORT CHECKLIST

- ☐ Open the Incident from Fire List
- ☐ Choose appropriate Primary Incident Type
- ☐ Complete required fields
- ☐ Save Report
- ☐ Mark Complete
- ☐ Confirm Authorized Status
- ☐ Complete any other fire reports you are responsible for