

Grissettown Longwood Fire & Rescue

Electronic Records

SCOPE/PURPOSE:

Electronic documents provide a cost-effective way to store test and maintenance data for fire department apparatus, equipment and related firefighting appliances. This document is to provide guidance for employees and department members to record data into our systems so that the department will have a permanent record of tests and maintenance.

DEFINITIONS:

Electronic Document- electronic media content that is intended to be used in either an electronic form or as printed output.

Emergency Reporting- Web based fire department software designed to record and store fire department data ranging from NIFRS reporting to vehicle and fire hydrant maintenance. Data is stored on an offsite server that is maintained and backed up by Emergency Reporting.

Emergency Reporting can be accessed by department members using any electronic device with an internet connection.

PROCEDURE:

The department uses Emergency Reporting to record test and maintenance data for department equipment. Once the form or record has been entered and locked using the member's unique password, it shall not be modified by any user without permission from another member with administration or full access to the module within Emergency Reporting.

Below is a list for modules used to record fire department data.

- Incidents- Records all incident data.
- Hydrants- Records all hydrant maintenance and test data.
- Maintenance- Records all truck and equipment maintenance data.
- Occupancy- Records all pre-incident surveys, apparatus checks, rope and ladder inspections.
- Training- Records training records in conjunction with data from Target Solutions online training.