



WARE FIRE DEPARTMENT Standard Operating Guideline

Effective Date: July 2008	SOG Category & Identification Number: Administrative AMD-006	Revision:
SOG Title: Unusual Occurrence Tracking		
Approved by:	Re-evaluation Date: July 2009	Number of Pages: 1

Purpose: To establish guidelines for personnel to report occurrences/incidents in a manner, which allows for our documentation and resolution as appropriate.

Scope: This guideline applies to all members of the Ware Fire Department.

Application:

- All members shall document any unusual occurrence, involving any complaint, incident involving any person or agency, damage or theft of department property, or any other incident that the Chief of the Department would require written notification and documentation.
- Personnel shall complete an unusual occurrence form as soon as possible and practical after the incident.
- If the incident is of an urgent matter, immediate notification of the Chief shall be required. If the Chief is unavailable the Deputy Chief shall be notified.