



Emergency Incident Reporting Policy # FIR-003

Board Approved Motion #25-067 Date May 14, 2025
Replaces Policy #13.1 Emergency Incident Reporting
Review Cycle 3 Years

Purpose

This policy establishes the requirement for submission of practice and incident reports to the Beaver Emergency Services Commission (BESC) headquarters office.

Definitions

Fatality is a death due to a fire, accident, or unsafe conditions

Incident is an unplanned event that results in, or could have resulted in personal injury, or damage to equipment, machinery, or property

Incident Call Report is a BESC form that the Officer in Charge must fill out in its entirety and send to the BESC office

Safety Codes Officer is a individual that is certified with the Safety Codes Council for investigation of all types of fire

Procedure

Incident reports shall be submitted to BESC headquarters office **21 days** following the incident. This policy applies to all departments responding to incidents, emergencies and/or other situations where BESC fire station resources and or equipment are utilized.

Reporting Fires, Accidents and Unsafe Conditions

Reporting and investigating fires:

1. Fires in Alberta that result in death, injury, or dollar value loss must be reported to the Fire Commissioner.
2. (1) Subject to subsection (2), if the responding officer of a fire department knows of a fire within the department's jurisdiction in which there is a fatality or suffers an injury that requires professional medical attention or in which property is damaged or destroyed, the reporting officer must report the fire to a safety codes officer for the fire discipline. BESC currently has a contract with FireStorm Consulting Group Inc.

(2) A safety codes officer for the fire discipline must investigate the cause, origin and circumstances of every fire within the safety codes officer's jurisdiction in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

(3) This section does not apply to forest fires.

Fire investigation report:

1. A safety codes officer for the fire discipline who investigates the causes and circumstances of a fire must
 - (a) Within 15 days after the date of the fire started prepare and submit to the Fire Commissioner a report in a form satisfactory to the Fire Commissioner, and
 - (b) Immediately notify the Fire Commissioner if the safety codes officer has information that indicates the fire,
 - (i) is or may be of incendiary origin, or
 - (ii) has resulted in loss of life,
 - (iii) if possible, find causing injury
 - (c) provide to the Fire Commissioner any further information respecting the investigation that the Fire Commissioner requests. (Call 1.866.618.2362)

BESC is accredited under the Safety Codes Act, in that accreditation the commitment to fire reporting is required.

Cost recovery through billing for services provided by BESC fire station resources, equipment and personnel require efficient submission of incident call sheets to avoid unnecessary delays in bill submission to customers utilizing BESC services.

Scope

This policy applies to ALL BESC fire stations.

1. An incident call report shall be completed for each emergency and or other situation(s) for which BESC stations resources, equipment or personnel are called to attend. Submission of incident reports shall be faxed, emailed or hand delivered within **21 days** following the incident.
2. Incident call reports shall be coded chronologically representing the specific fire station and the incident number. Each incident call report shall provide complete information related to the incident, emergency and or other assisting situation, with supporting documentation as the situation would and or may generate.
 - a) Police Traffic Incident Report
 - b) Complete Contact Info & Address of Property Owner
 - c) Equipment used / Equipment on Stand-by
 - d) Complete Detailed Report of Incident Response
 - e) Quantity of foam, extra water fills, absorbents used on scene

3. All data and information collected that is recorded on the incident call sheet shall be protected in a secure location within each BESC Fire Station and treated as confidential. All applicable freedom of information and privacy laws shall be observed concerning the release, potential release, or distribution of collected information and data.
4. Provincial fire reports submitted for each dollar loss fire by the BESC headquarters will be maintained in a master file at the BESC office.
5. The Regional Emergency Manager shall be custodian of all provincial fire reports which will be maintained at the BESC headquarters office.
6. The District Fire Chief shall ensure the accuracy of incident call sheets prior to submission to the BESC headquarters office.



Board Chair



Board Vice Chair

25 June 11
Date

25 June 11
Date

