

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

90.02.02 INCIDENT ROSTER



Adopted:	12/20/16
Reviewed:	11/09/22
Revised:	11/09/22
Approved:	<i>Lonnie J Rash</i>

Purpose: To ensure an accurate and timely incident report is completed after every response.

References: N/A

Procedure:

1. Completion of Incident Roster.
 - a) It is the responsibility of the individual responder to ensure they are listed appropriately on the incident report within the electronic reporting system.

2. Computer Entry.
 - a) It is the responsibility of the individual entering the incident report into the reporting program to enter the responders into the reporting program.