

## **Who fills out a report for Sunshine Calls?**

It is vital that we have a report for each incident that someone from Sunshine fills out. This responsibility falls on the person from Sunshine who sets up command or one of our officers based on rank and if no officers responded, the most senior fire fighter who did respond. While this person is responsible that a call report is generated, this person can delegate this to another person.

If the call is a medical call, the lead medical person who had patient contact from Sunshine must do a Patient Report, the Boulder County Patient Report and send to Bruce Honeyman who then sends it to our Physician Advisor for quality control. A copy is in our Medical Bags.

## **Steps to fill out a Sunshine Call Report**

First send out an email to: [Firefighters@sunshine-fpd.org](mailto:Firefighters@sunshine-fpd.org) and ask who responded to the call. This can be a simple email, but best practice would be to include the CAD number in the subject line and the email body. Even better is if you have all the page information in this email. Including a short narrative is also helpful, as this information can be put into the report and our members will know what they missed if they were not on the call. Do not include patient information here.

## **Fill in the call report form.**

### **Where does the report get sent when done?**

Email the finished report to Jen Lansky at [Jen@lansky.cc](mailto:Jen@lansky.cc) and to [chief@sunshine-fpd.org](mailto:chief@sunshine-fpd.org). While we can send a follow-up email if we gain additional information on responders, please help Jen out and have the report complete which helps reduce her work load.