

8100 PROCEDURE 300

Report of a New Incident

(April 2009)

[\(See Policy 8133.1 – Report of a New Incident\)](#)

Responsibilities and Action

ECC

1. Enter basic information in the computer aided dispatch program of record.
 - a. Location
 - b. Type of incident
 - c. Call back number
 - d. Name of reporting party
 - e. Date & time
2. Determine jurisdiction.
 - A. Incident is in receiving Command Center's jurisdiction (by type and/or location):
See [HB 8100p302 - Initial Dispatch](#). See special incident procedures if appropriate.
 - B. Incident is not in receiving Command Center's jurisdiction, but CAL FIRE is first responder: Go to [HB 8100p302 - Initial Dispatch](#), and notify responsible agency of action taken. See specific special incident procedure if appropriate.
 - C. Incident is not in receiving Command Center's jurisdiction, and CAL FIRE is not first responder: Transfer incident information to responsible agency or CAL FIRE ECC by fastest means of communications.
3. If appropriate, close documentation and retain according to department retention schedule. ([See Administrative Information Procedures Handbook 2100](#)).

[\(Next Procedure\)](#)

[\(Handbook Table of Contents\)](#)

[\(Forms and Form Samples\)](#)