

SIREN Documentation Tips

Your SIREN Report should be...

CONCISE

- ✓ Descriptive detail
- ✓ Only pertinent information related to the call

OBJECTIVE

- ✓ What you observed
- ✓ Based on facts

ORGANIZED

- ✓ Does your report make sense?

COMPLETE

- ✓ Enter as much information as possible
- ✓ Leaving fields blank is interpreted that you did not obtain the information (use the "unknown, not reported, or unable to obtain" instead)

COMPREHENSIVE

- ✓ "Paint a picture" of the call
- ✓ Should enable a person to have an understanding of what occurred even though they weren't there

TIMELY

- ✓ Preferably written ASAP
- ✓ At least within 1 day of call

ACCURATE

- ✓ Specific details related to the call
- ✓ Avoid embellishing or hypothesizing