Your SIREN Report should be...

**OBJECTIVE**
- What you observed
- Based on facts

**ORGANIZED**
- Does your report make sense?

**TIMELY**
- Preferably written ASAP
- At least within 1 day of call

**CONCISE**
- Descriptive detail
- Only pertinent information related to the call

**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

**ACCURATE**
- Specific details related to the call
- Avoid embellishing or hypothesizing