

Southgate Fire Department

14730 Reaume Parkway
Southgate, Michigan 48195
(734) 258-3080 / FAX (734) 246-1352



Records requests are processed by the Southgate Fire Department. If you need access to a record or have questions with any of the below processes, please contact the Fire Marshal/EMS Coordinator at (734) 258-3071 or the Fire Chief at (734) 258-3070.

Fire/Non-Medical Incident Report

If you or your property are involved in the incident, you are entitled to receive a copy of the incident report as requested. Fire reports may not be available for up to three (3) business days after the incident. To obtain a Fire/Non-Medical Incident Report you must provide the following:

- Must be 18 years old
- Requestor has an original or a copy of their own photo ID as verification that the incident occurred to you or at your property
- Date of the incident
- Address of the incident

If you are an insurance company or another third party, please request this report through the **Freedom of Information Act (FOIA) Request** process. Reports are also provided via subpoena through the Records Bureau.

Emergency Medical Service (EMS) Incident Report

The release of medical records is governed by the Federal Health Insurance Portability and Accountability Act (HIPAA) and there are additional documentation requirements for Medical Records. **Medical records are not subject to FOIA.**

Requesting a report for you.

If you are involved in the Emergency Medical Service (EMS) incident you may request a copy of that medical report in compliance with HIPAA. To obtain an **Emergency Medical Service (EMS) Incident Report** for you must provide the following:

- You must be **18 years of age or older** and have a government issued ID.
- If you are **under 18 years of age** you must be accompanied by an adult and they must follow the process for **Requesting a report for another involved party.**

Requesting a report for another involved party (dependent child, mother, father, or serving as the power of attorney for another, etc.). If you are requesting a report for another person (not yourself or a dependent child) involved in an Emergency Medical Service (EMS) incident, you must present the following information to obtain an **Emergency Medical Service (EMS) Incident Report:**

If the patient is 18 years of age or older with one of the following:

- Requestor has notarized authorization and a government issued ID
- Requestor has a notarized power of attorney for the patient.

If the patient is under 18 years of age, one of the following is required:

- Requestor has an original or notarized copy of the patient's birth certificate.
- Requestor has an original or notarized copy showing Court appointed guardianship of the patient.
- Requestor has an original or notarized copy of the patient's birth certificate or Court appointed guardianship papers and a notarized letter stating that the parents or guardian allow the requestor to have the information.

If the patient is deceased a copy of the death certificate must be included with records request.

Insurance companies or other third parties.

If you are an insurance company or another third party, Emergency Medical Service (EMS) Incident Reports will be provided when presented with a qualified subpoena through the Fire Marshal's office. The Freedom of Information Act (FOIA) Request process does not apply to medical records per HIPAA.

Environmental Assessments

Environmental assessments must be requested utilizing the Freedom of Information Act (FOIA) request process outlined.

Letters confirming an incident

Letters confirming a fire at a specific location are provided to residents of Southgate. These letters can verify the type of incident, the location of the incident, and the date of the incident. These letters do not include incident specific information or circumstances of the incident and are normally used to replace prescription medications, to satisfy employment conditions, or for other personal needs of the involved party.

- Full name
- Address
- Phone
- Incident address
- Incident date

Freedom of Information Requests

It is the policy of the Southgate Fire Department to release information under the Freedom of Information Act. Requests may be made in the following fashion:

- In person
- By mail: 14400 Dix-Toledo Southgate, MI 48195
- Fax: (734) 246-1414
- Downloadable form available from the link below:

https://www.southgatemi.org/government/freedom_of_information_act.php

