

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
ON SCENE & PROGRESS REPORTS	306	July 2 nd , 2003	

PURPOSE

The initial on-scene and progress reports are fundamental to the Incident Command System. The following guideline is established to standardize information given during both of these reports.

ON SCENE REPORT

The first unit on-scene must assume command and provide a quick, accurate size-up report to other responding units. This establishes a time of arrival and allows other responding units to anticipate what actions might be taken upon their arrival. Terminology suggested in Los Pinos Fire Protection District's SOP 305 (Establishing, Transferring, and Terminating Command) should be utilized. A good on-scene report should include, but not be limited to, the following:

- Report arrival and repeat the incident address
- A brief description of the building/occupancy
- The nature and extent of the situation
- Rescue, exposure or hazardous conditions present
- Announce the tactical/operations channel to be used
- Establish command and name the incident.

EXAMPLE

Ignacio, Engine One is on scene at 275 Navajo Street, two story wood frame residential, fire showing from Side "D" on the second floor.

Engine One is establishing Navajo Street Command and going to FERN.

Other radio traffic regarding specific assignments or tactics and unit to unit transmissions should be carried out on the assigned tactical radio channel.

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PROGRESS REPORTS

At some point during a prolonged incident, the IC or their designee should return to the dispatch channel and give a progress report in an attempt to paint a short and concise verbal picture of what is occurring on the scene. This radio traffic will allow units not on the scene to receive information that may assist in making decisions related to the need for additional resources in covering the district. The duration of the incident and/or changing conditions will dictate how often progress reports are given.

EXAMPLES

Goddard Command, we have a fire in the rear of a 50' X 150' commercial structure. All companies working.

Highway 151 Command, we have a two vehicle head-on accident with two occupants trapped in one vehicle. Extrication is in progress. 701 is transporting two victims from the other vehicle to Mercy, with a firefighter driving.

County Road 516 Command, we had a fire in a 14' X 70' mobile home. Fire is knocked down and companies are overhauling. I'm holding Engine One and Rescue Two, Engine Two and Rescue One are available at the scene.

Larry Behrens

Larry Behrens, Fire Chief

July 2nd, 2003

Date