Burlington Fire Department

Section: 06 - Communications/Dispatch	
SOG Number: 06.21	**Effective Date: Sept. 18, 2017**
Subject: Brief Initial Reports	
By Order of Fire Chief Steven A. Locke	

I.   Purpose:

The purpose of this guideline is to define the critical information that needs to be announced upon arrival of the first due unit when responding to emergency incidents (other than emergency medical incidents) including: fires, reported fires, motor vehicle crashes, and fire alarms. This will provide a consistent and uniform method for delivering initial incident information to all responding units. This guideline is not intended to apply to radio size up reports for otherwise routine emergency medical incidents.

II.   Scope:

The scope of this guideline pertains to all uniformed members of the Burlington Fire Department.

III.   Definitions:

Brief Initial Report: Critical information transmitted by the first arriving unit at an incident which conveys important information to the Emergency Communications Center (Dispatch) and those units not yet on location.

IV.   Guidelines:

A).   Brief Initial Report

1. A radio size-up, referred to as the Brief Initial Report, will be delivered by the first arriving unit at an emergency incident location. If the first arriving unit is not an engine company, the first arriving unit engine company will need to announce their water supply/layout information to all responding units.

2. The Brief Initial Report shall include the following information:

   a. Correct address if different from dispatched address.
   b. Announce the number of floors.
   c. Announce the type of occupancy.
   d. Announce conditions found/pertinent information.
   e. Announce water supply location.
   f. Announce current actions.
   g. Establish command.

3. Corrected Address:

   a. Announcing the corrected address of the incident if the address of the call is not where the unit was originally dispatched to. This allows other responding units to make adjustments to the address and the tactical positions they may take.

4. Number of Floors:

   a. Announce the number of floors in the structure. Remember to count all living floors and the attic space. An attic space can be announced as a ½ story. In high rise incidents, if the number of stories is not definitively known, a statement of a multi-story high rise structure is sufficient until the number of stories can be confirmed. The number of stories should be based on the side of the building from which the report is being given.

5. Type of Occupancy:

   a. Announce the type of occupancy that is found upon arrival. For example: single family dwelling, multi-family dwelling, commercial structure, strip mall, etc. This information will inform responding units what type of

structure they are responding to in order for them to decide the most appropriate tactics or procedures to be used.

6. Conditions Found or Pertinent Information:

   a. Announce the conditions found upon arrival. For example: Smoke or fire showing and from where; nothing showing; and other pertinent information about the scene. Pertinent information would include any unique building construction that could affect tactics or strategies of the incident.

7. Water Supply or layout Information:

   a. Announce to all responding units the first engine's water supply information. This information will identify for other units if you have your own hydrant or where you have laid out a supply line from; and what type of lay you are doing (forward, reverse, split). If known, announce if your unit has the fire department connection (FDC) covered.

8. Current Actions:

   a. Announce the actions that you are taking to begin mitigating the incident. For example: Investigating, stretching at attack line, conducting a search, assisting another unit, etc.

9. Establishing command:

   a. Announce who has command in accordance with the Department Incident Command SOG.

V. <u>Responsibility:</u>

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

Revision History			
Revision Date	Section	Summary	Principal Author
July 19, 2017	06.21	Originally a component of Incident Command SOG 01.1 released 01/2013.	Sf. S. Petit