



Burlington Fire Department

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Section: 06 - Communications/Dispatch	
SOG Number: 06.22	Effective Date: Sept. 18, 2017
Subject: C.A.N Reports	
By Order of Fire Chief Steven A. Locke	

I. Purpose:

To establish a uniform radio report so members transmit clear, concise, and informative radio transmissions to other members, companies, and the incident commander.

II. Scope:

This guideline pertains to all Burlington Fire Department uniformed members of the Burlington Fire Department.

III. Definitions:

C.A.N. Report: A brief radio transmission directed to the Incident Commander that identifies the Conditions, Actions, and Needs of the member transmitting the message.

IV. Guidelines:

A). C.A.N. Report

1. Conditions.

- a. Denotes what you are seeing at your present location or assignment. It describes visibility, heat, smoke, and the environment in which you are operating.

*Please note: This is not meant to be a long drawn out description, rather a short and to the point summary of your current conditions.

2. Actions.

- a. A quick description of the actions that are currently being taken. Examples may include: continuing a primary search, attacking the fire, ventilating, or overhauling.

3. Needs.

- a. Conveys to the Incident Commander the personnel or equipment resources that you will need to complete your assigned tasks. If no additional resources are needed, this too should be conveyed.

Examples include: We need a back-up line to the second floor; Two more companies will be needed on Division 2 for overhaul; We can handle with the members operating on Division 2; etc.

4. Model C.A.N Report sample

- a. “Command from Division 2. We have a fire in a single bedroom. Moderate heat. Good visibility. We are attacking the fire now. Search is in progress. We will need one additional company for overhaul on Division 2”.

V. Responsibility:

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		Initial release of document.	Sf. S. Petit DC Collette