

Manhattan Fire Protection District

Standard Operating Procedure	Section: INCIDENT COMMAND	Page 1 of 3
	Subject: Radio Reports / Size-ups	Date 9/1/12 SOP# 501-3

PURPOSE

The purpose of this procedure is to ensure consistency in incident size-up's (initial radio report), secondary reports (follow-up report), and transferring command on any multi-unit incident.

SCOPE

This procedure applies to any and all Officer's, Command Officers, Duty Officer's, and Acting Officer's. This procedure also applies to ALL other personnel.

ENFORCEMENT

The primary responsibility for adherence to this procedure rests with each individual. Company Officers or acting company officers are responsible for the enforcement of this procedure. Authority to deviate from this procedure rests with the Company Officer or acting company officer who shall be responsible for the result of any deviation.

DEFINITION

This procedure shall flow with SOP #501-1 (Initiation, Confirmation, and Location of Command), SOP #703-1 (IRIC, RIT, Rescue Sector), SOP #705-1 (In-transit, On Deck, Company Recycle), and SOP#503-1 (Personnel Accountability).

By giving detailed and precise radio reports, it allows other responding companies and Command Officer's to build a mental image in their head of what the incident should look like. By eliminating "bucket talk" the fire-ground communication should be short and direct.

The first arriving company officer (command) should be able to slow the incident down, develop an incident action plan, and direct companies with detailed but brief radio reports.

APPLICATION

Initial Radio Report (size-up)

The first arriving unit on the scene of a reported fire, fire alarm, etc.. shall follow the following "outline" for size-up's. Generally the officer of the first-in unit will give report.

- Declare unit on the scene using the "Hey you, it's me" speech. Ex: "Lincoln-Way, EN81" & wait for acknowledgement.
- Declare size-up using the "SHOPS" model
 - Declare Size
 - Small
 - Medium
 - Large
 - Mega

Manhattan Fire Protection District

Standard Operating Procedure	Section: INCIDENT COMMAND	Page 2 of 3
	Subject: Radio Reports / Size-ups	Date 9/1/12 SOP# 501-3

- Declare Height
 - Single-story
 - 2 story, etc..
 - High-Rise (over 7 stories)
- Declare Occupancy
 - Residential
 - Multi-family (apartment building vs. apartment complex)
 - Strip Mall
 - Commercial (tax payers, etc..)
 - Big Box
- Declare Problem
 - Nothing Showing
 - Working Fire vs. smoke showing
 - From where??? (second floor, alpha)
 - Defensive Fire conditions
- Declare Strategy / IAP
 - Investigation
 - Offensive
 - Defensive
 - Announce the Plan
 - Fire Attack (which line)
 - Entering from where???? (side alpha)
 - Search (primary)
 - Rescue
 - Water supply
- Assume and name command. Ex: “Engine 81 will be Main St. command”

Here is an example: “Lincoln-Way, EN81...On the scene of a medium, 2 story residential with a working fire (smoke showing) on the first floor, alpha side. EN81 will be offensive, stretching a line to alpha for fire attack and primary search. EN81 has a water supply and EN81 will be Main St. command. Have everyone level 1 stage.

Secondary Reports (follow-up)

Once the first-in officer completes 360 and begins to order tasks, a secondary report shall be given announcing the following:

- Announce changes/updates after 360 (i.e. basement fire)
- Announce accountability Engine location.
- Switch companies to fire-ground channel (primary is red/channel 3)

Manhattan Fire Protection District

Standard Operating Procedure	Section: INCIDENT COMMAND	Page 3 of 3
	Subject: Radio Reports / Size-ups	Date 9/1/12 SOP# 501-3

- Escalate the alarm
- Announce if IRIC is established

NOTE*** Second arriving apparatus Level 1 stage at the next tactical location (Engine on a hydrant, Truck at an intersection). In a rural setting, Level I stage at the end of the lead-out from attack Engine and follow rural water SOP 603-1 & 602-1. Contact command on fire-ground channel.

Here is an example: “Lincoln-Way, Main St. command...360 complete, we have a working basement fire. Get me the Full Still, IRIC is established, and switch all companies to red upon arrival.” Lincoln-Way, Engine 82 on the scene.” (main) Engine 82 Level I (red)...”Engine 82 from command” EN82 go....EN82 I need you to pull a second line off EN81 to alpha side and go to first floor for primary search, check for extension, and protect the stairs.”

Transfer of Command

When the Chief/Duty Officer or Command staff arrives a transfer of command shall take place if the situation warrants it. This should be done seamlessly.

- The arriving command officer announce on the scene (main)
- The command officer shall contact command (first-in officer)
- Review tactical checklist/worksheet (plan) with initial IC
- Assume and name command
- May assign initial IC as a sector
- May escalate the alarm
- Must Set up Level 2 staging on box alarm or greater

Here is an example: “Lincoln-Way, Chief 81....On the scene. (RED)Command from CH81....I understand you have an attack line working the fire, Engine 82 pulled a back-up line to the first floor. Is this correct? Chief 81from Command....that is correct. “Command from Chief 81....I will be taking it from here” (MAIN) Lincoln-Way from CH81....CH81 is now Main St command, we are still in the offensive strategy.

Chief's Signature Daniel Forsythe Date 10/1/12