



Carroll County Department of Fire & EMS

Standard Operating Procedure

DOCUMENT DETAILS

Standard Operating Procedure: 4.1.3	Effective Date: 9/22/2025
Subject: Radio Reports	Section: Fire/Rescue Operations
Authorized: Deputy Chief Paul Supko	Revision Date: N/A

Applicability: ☒ Volunteer ☒ Career

I. PURPOSE

Radio communication, in and of itself, does not mitigate an incident, in nearly all cases, the overall outcome of the incident is directly connected to the quality (not quantity) of the radio communications between the Incident Commander (IC) and the tactical level officers.

Communication is the tool that facilitates the command and control process during an incident and is paramount in decision making.

The reports defined in this policy may be applied to any type of incident when applicable.

This procedure explains the following reports:

1. Brief Initial Report "BIR"
2. 360 Report
3. Incident Action Plan -Entry Report "Entry Report"
4. Location-Condition-Action-Needs "CAN Report"
5. Progress Reports

II. DEFINITIONS

None

III. PROCEDURES

Structured Radio Reports

A. Brief Initial Report (BIR)

The purpose of the BIR is for the first arriving unit to provide a snapshot of the incident's critical factors. The first arriving unit on any incident in which multiple units are responding shall give the BIR. The BIR should be given immediately upon arrival after evaluating the critical factors. A complete and accurate BIR allows for all responding units to begin a mental size-up before arrival and allows units to begin formulating a tactical incident action plan based on standard operating guidelines.

The following information shall be included in the BIR if it is appropriate to the incident:

1. Water supply statement. (This can be done before or included in the BIR)
2. Correct address of the incident, if different than dispatch.
3. Arrival/operating side of the building
4. Number of stories
5. Type of occupancy
6. Type of construction (Type I, II, III, IV, V)
7. Conditions evident on arrival
8. Establish or Pass Command
9. Confirm that you are conducting the 360, or if unable, assign it to an incoming unit.

B. 360 Radio Report

The 360 Radio Report (360) allows the first arriving unit officer to view all sides of the building and further paint a picture of the incident's critical factors to incoming units. The 360 survey allows the initial arriving officer to determine the possible location of the fire, the presence of a victim(s), and the best location for initial line deployment. Most importantly, the 360 survey reduces the chance of crews operating above an unknown, uncontrolled fire, not immediately apparent.

1. The following information shall be included in the 360 survey report:
 - a. The number of floors on the Alpha and Charlie side.
 - b. The absence or presence of a basement
 - c. The absence or presence of an exterior basement entrance
 - d. Conditions in the basement (Stating "Clear, Smoke, Fire or Unknown)
 - e. Conditions on any other side of the building
 - f. Occupant status is described in one of three ways;
 - i. The occupants are accounted for. (All out of hazard area and safe)
 - ii. The occupants are not accounted for. (Unable to confirm everyone is out)

- iii. The occupants are known to be trapped. (Witnesses or 911 caller advise someone is trapped)
- 2. The first arriving unit officer completes the 360 survey **before implementing interior firefighting tactics.**
- 3. In the event the first arriving unit is unable to conduct a 360 due to building size, geographical layout (e.g. apartment building, condominiums), or physical barriers, the officer shall:
 - a. Attempt to observe as many sides of the building as possible.
 - b. Communicate in the BIR that they cannot conduct a 360 and assign that task to another unit.
 - c. If there are no obvious conditions evident from any side of the building, the first arriving company may proceed with their investigation while awaiting the completion of the 360.
- 4. In situations where an obvious rescue(s) exists, and the initial company officer identifies the need for immediate action, they must communicate (in the BIR) that they are unable to conduct a 360 due to an obvious rescue and assign that task to another unit before engaging in firefighting tactics or the rescue.
- 5. Upon completion of the 360, the officer must give a complete 360 Radio Report so that all persons on the scene and responding are aware of the incident critical factors and the initial incident action plan.
- 6. Additional 360 surveys should be completed as the incident progresses. At a minimum, a 360 survey should be completed by:
 - a. First arriving officer, unless reassigned before any interior entry
 - b. Officer of the RIT team on arrival
 - c. Safety Officer when assigned
 - d. Throughout the incident at IC direction
 - e. By the IC if they need a better understanding of the incident. (announce you are temporarily out of the command post)

C. Incident Action Plan - Entry Report

The Incident Action Entry shall be completed as a separate message from the 360 report.

- 1. All units that deploy into a potential IDLH must clearly and concisely communicate, via radio, the following:
 - a. Entrance to be utilized
 - b. Where they intend to operate
 - c. What actions they are taking

- d. How many people with their crew are entering the IDLH.

Ex. "E81 entering side Charlie to the basement with an 1 ¾ for fire attack with 2 personnel."

2. Crews must report when they are out of the IDLH and their staffing.

D. Location-Conditions-Actions-Needs (CAN) Report

The (LCAN) "CAN" report fulfills the control element of command and control by establishing a uniform feedback mechanism in a radio report. This allows the IC to maintain constant situational awareness of the current environment, tasks, and resource needs of units operating in an IDLH. In addition, companies transmit a clear, concise, and informative radio transmission to the IC, minimizing non-critical information transmission.

A company or other operating group at an incident must keep the incident IC apprised of critical pieces of information. There is a delicate balance in maintaining radio discipline. Priority must be given to limiting radio transmissions to the critical information needed to maintain the command and control decision-making process.

1. Conditions – Which should also include your location, describe what your current operating environment is as it relates to any of the following (as applicable):
 - a. Smoke conditions
 - b. Heat conditions
 - c. Fire conditions
 - d. What's burning
 - e. Fire load hazards (hoarding)
2. Actions – Actions describe the tactical/task level actions being taken by your company. Examples include, but are not limited to:
 - a. Searching for fire/fire located/water on fire
 - b. Status of primary/secondary search
 - c. Vent operations
3. Needs – Needs describe any resources requirements needed to support your assignment. Examples include, but are not limited to:
 - a. Additional lines
 - b. Crews with hooks
 - c. Opening the roof

4. While there is not a specific time increment or set of circumstances for companies to give and/or an IC to ask for a CAN report, the following are a few examples:
 - a. When Command is transferred to or assumed by someone, the IC should consider getting a CAN report from all units operating in the IDLH.
 - b. A company needs additional resources.
 - c. A company completes and/or is unable to complete a tactical benchmark.
 - d. Changing conditions such as anytime smoke, fire, or other hazardous conditions improve or worsen.
 - e. A company transitions from investigating a situation to identifying a hazardous condition.

Ex. *“Command to Engine 131, give me a CAN Report”*

“E131 to command, we are operating on the first floor fires knocked, we are checking for extension, I need a crew with hooks”

E. Incident Progress Report

The incident progress report enhances overall situational awareness by providing a structured format for reporting incident critical information, allowing for incident forecasting, and benchmarking critical tasks.

1. The initial incident progress report shall be provided as soon as possible, after the arrival of the first battalion/division chief. Although the initial incident progress report may lack certain pieces of "known" information, it still provides an added value.
2. Follow-up incident progress reports shall be provided at regular, reasonable intervals until the incident is declared "under control." If an incident is resolved within a brief time frame, the IC will only provide a final incident progress report. While the information below is specific to a structure-type incident, a modification of information for other types of emergencies is appropriate.
3. Incident Progress Report, the following information shall be included in the incident progress report if it is appropriate to the incident:
 - a. Incident address
 - b. Number of stories
 - c. Occupancy
 - d. Type construction
 - e. Building dimensions
 - f. Fire/smoke conditions (provide location if known)
 - g. Status of critical benchmarks such as
 - i. Fire located
 - ii. Extinguishment
 - iii. Search progress

- iv. Ventilation
- h. Number of lines stretched and operating
- i. Description of exposures on all sides
- j. Duration of incident

F. Final Incident Progress Report

- a. The Incident Commander will provide a final Incident Progress Report prior to cancelling command. The final IPP will be a concise incident summary of situation found, actions taken and the resources remaining.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Radio Reports or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

N/A

VI. ATTACHMENTS

N/A