

	JEFFERSON COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD OPERATING PROCEDURES	Initial: 09-05-2008 Revised:
	SOP#: FIRE 3-11	
	Subject: Fire Ground Communications and Reports	

FIRE GROUND COMMUNICATIONS AND REPORTS

A. PURPOSE

To provide all personnel and responding units with a uniform situational update

B. PROCEDURE

1. The first arriving line officer or unit will be assigned a command designation. If a higher ranking chief responds after command has been established, the chief of higher rank may take over command and announce such to the dispatch center.

2. The first arriving unit or chief should advise the Communications Center with a report which should include, but is not limited to, the following:

- a. "Nothing showing."
- b. "Nothing showing. Investigating." This could be used on large structures where fire could easily be concealed within the building or where all sides of the building are not visible.
- c. "Light smoke showing." Give floor and/or any other location within the building such as section or wing.
- d. "Heavy smoke showing." Give floor and/or any other location within the building such as section or wing.
- e. "Fire showing." Give floor and/or any other information within the building such as section or wing.
- f. "Fully involved."

3. When the Communications Center receives a report, the report will be rebroadcast for all responding units over the fire ground in use and county fire dispatch.

For example: "Beep (Alert 1), all units responding on box 5-A, Chief 5 reports nothing showing."

4. If the report did not originate with the O.I.C. of the first due company, he should acknowledge receipt of the report. If he does not acknowledge, the dispatcher will call to make sure he did receive it.
5. The O.I.C., after summarizing the situation, should make a fire ground report to the Communications Center giving any and all pertinent information available. For example: how much of the building is actually involved (one room, one floor, etc.); what is actually involved (container of food, chair, light ballast, etc.); chemicals involvement; what the problem appears to be, etc. The more the Communications Center knows about the call, the more they can help.
6. The O.I.C. should periodically keep the Communications Center advised of the situation as it progresses. For example: if evacuation is in progress; any roads that are going to be closed for a long period of time; when the fire is under or out of control; etc. The Communications Center may, from time to time, contact the O.I.C. for an update. When a message is received that the fire is under or out of control, the time will be recorded on the CAD report.
7. **When a request from the O.I.C. is received to reduce the rate of incoming units, the following format will be used over all frequencies involved in the incident:**
 - a. If all units are to reduce rate: Ex "(Alert 1), Jefferson County all units responding on (box number), per Chief 1 respond at a reduced rate." (Jefferson County recognizes the term "reduced rate" to mean that the unit (s) are to respond at a normal speed without lights and sirens).
 - b. If all units are to reduce rate with the exception of a specific unit or units: Ex "(Alert), Jefferson County all units responding on (box number) Per Chief 1, with the exception of (specific unit or units), respond at a reduced rate."
8. **When a request is received from the O.I.C. to cancel units, the following format will be used over all frequencies involved in the incident:**
 - a. If all units are to cancel: " Jefferson County all units responding on (box number), you may cancel per orders of Chief...."
 - b. If all units are to cancel with the exception of a specific unit or units: "Jefferson County all units responding on (box number) with the exception of (specific unit or units), may cancel per orders of Chief...."

9. The alert tone (A1) should be used during heavy radio traffic to impart that the message about to be announced are important. Examples:

- a. Should be used when repeating the first-in report or giving special instructions to incoming units. This would also be used when repeating the order to reduce speed or advising units to remain at station.
- b. Should be used when repeating the order to cancel.
- c. Should be used if a unit does not answer after repeated attempts to contact them. Also should be used when activating or canceling a "emergency traffic only condition."