



# Orange County Division of Fire Service



## Initial Report and Status Check Template

### **Purpose:**

Upon arrival a proper size up is essential to the overall success of handling a critical incident. A vital component of this is a properly communicated initial report. Initial reports and status checks should be used to assist the responding companies with composing a mental image of the situation.

### **INITIAL RADIO REPORT**

In its simplest form, the use of CAN's acronym can be used for most operations initial reports. The intent is to be simple, short and to the point

**C: Conditions** – Conditions upon arrival, size of building, type of occupancy (commercial, residential – single family/multi-family), and type of construction.

**A: Actions** – Initial actions which are being taken by units.

**N: Needs** – What initial resources are needed and being requested.

### **Example of initial report:**

C: Conditions – Montgomery Car 1 is on scene with a working fire in a single family bi-level with fire on the 2nd floor.

A: Actions – Companies will be making an interior attack

N: Needs – Transmit my 2nd Alarm on Box 29-30 along with my tanker task force.

### **10 MINUTE INTERVAL STATUS CHECKS**

The 10 minute status checks implemented as per NFPA 1500 were intended to be used as an awareness to Incident Commanders of the duration of the operation. The C.A.N template can be used during the 10 minute interval notification to provide an update that will again be useful for responding personnel.

### **Example of C.A.N used for 10 Minute Interval Notification:**

Conditions: Greenwood Lake Command – I still have heavy fire on the 2nd floor with possible extension into the attic in a 2 story frame bi-level.

Actions: I have 2 lines stretched and in operation and stretching a 3rd. Truck companies are searching and opening the fire building.

Needs: Having water problems; Please send 3 more tankers and let me know status of fill site.

### **Example of C.A.N used when Under Control:**

Conditions: All visible fire knocked down.

Actions: Checking for extension. Primary search is negative; secondary underway.

Needs: No other resources needed at this time

Followed by Under Control no more status checks required

**\*NOTE: 10 Minute Interval Notifications are intended to assist Incident Commanders with the overall incident management. The notifications can be cancelled by Incident Commanders at any time if they are deemed unnecessary.**