

STANDARD OPERATING GUIDELINE - 2.4.2

TOPIC - COMMUNICATIONS – STATUS (Progress) REPORT

PURPOSE: To establish a uniform method of reporting the progress toward task completion, or the need of additional resources or assistance.

GENERAL: There are three essential circumstances that will require a status report, they are: task completed, need additional resources to complete the task, and MAYDAY. Status reports are initiated either as a request for information from Command, or a Division Officer, or as a statement of needs or task completion from specific teams.

GUIDELINE: There are four basic areas that need to be addressed in an effective status report:

1. **UNIT** – Designated by apparatus team number or assignment, i.e., 1111A, fire attack, roof, etc. In the event of distress the name of the firefighter may be used, i.e., firefighter Jones.
2. **LOCATION** – Floor, room, position in room (i.e., entrance to hall, etc.), building side (Alpha, Bravo, Charlie, Delta), etc. Be as specific as possible.
3. **CONDITIONS/ACTIONS** – This is an opportunity to describe the actual conditions that will instigate action and/or needs. Conditions may be: dense smoke, fire, trapped/missing/disabled crew member, collapse, task completed, etc. Actions may be: cannot advance, searching for missing member, activating PASS, exiting building, etc.
4. **NEEDS** – Description of what is necessary to relieve the condition: ventilation, additional crews, RIT activation, reassignment, etc.