

Wilson County Emergency Management Agency
110 Oak Street Lebanon, Tennessee 37087

SOG Name: Writing Report Narrative

SOG Number: 403.33

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Approved: Joey Cooper, Director

Reviewed:

Report writing is an essential part of what you do in the fire service. Once you write and submit a report, that report is locked in for good. Any changes to a report beyond this are considered suspicious. Most reports are not detailed enough to explain what happened or to visualize years after. Detailed report writing is necessary if you intend to protect yourself and your department. It is necessary to write accurate and comprehensive fire reports.

Report Format for Fires

There are 11 main categories as headings for each part (or paragraph) of your narrative. They are En Route, Initial Radio Report, Establish Command, Size-Up Factors, Resources Requested, Incident Command System (ICS), Strategy and Tactics, Problems Encountered, Under Control, Transfer or Termination of Command, and Additional Information.

Look at each category, the information to include, and a hypothetical text.

1 En Route. Explain the actions taken from the moment the call came in until your arrival on scene. This information may include the following:

- Reviewed preplans.
- Monitored radio reports.
- Reviewed hydrant location.
- Multi-sided survey of fire structure.

While en route, I reviewed the structure preplans, monitored radio reports, and surveyed three sides of the fire building prior to positioning my vehicle on the A/C side of the fire structure.

2 Initial Radio Report. Describe the information you provided in your initial radio report. This information may include the following:

- Unit designation (Engine 11).
- Building information (type, stories, construction).
- Fire conditions (visual, fire location, percent involved).
- Action taken (offensive, defensive, investigate).

Engine 11 on scene and presented with a single-story residential wood structure. We have heavy black smoke coming from the eaves, fire showing from division 1, side A window with 25% involvement. We will be initiating an offensive fast attack.

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3 Establish Command. Explain in what manner you took command at the fire scene (established, transferred, or assumed command). This information may include the following:

- Establish or pass command.
- Operational channel (V-Tach 11, 12, 13, or 14).
- Water Supply (hydrant, shuttle, relay).
- Staging / additional alarms.

On arrival, I met the Engine 31 officer (name), the initial incident commander, for a face-to-face briefing that included the conditions he found on arrival, the actions taken, and the resources ordered. I then reassigned (name) as the operations officer and assumed command of the incident. The operating channel for this incident will be v-tach 14. Engine 61 will secure a hydrant upon their arrival. Engine 11 has Roadway Command.

4 Size-Up Factors. Discuss which size-up factors influenced your decision-making process at this fire. This information may include the following:

- Occupancy (type and location; occupied or unoccupied).
- Hazards (electrical, hazmat).
- Fire location (basement, attic, crawl space).
- Fire damage (extreme, moderate, mild).
- Water supply ($L \times W / 3 = \text{GPM/Floor}/100\%$ involvement).

Among the more pertinent size-up factors were construction (balloon frame), occupancy (multi-family, occupied), Location of fire (basement), water supply (the closest hydrant was out of service), and time of day (3:30 a.m.).

5 Resources Requested. Provide a list of all resources that you requested at the beginning of, during, and after the fire, and why they were called. This information may include the following:

- Second alarm.
- Utility companies.
- Law Enforcement.
- Red Cross.
- Rehab unit.
- Haz Mat team.

At this fire, the following resources were requested: a second alarm for additional staffing, law enforcement for traffic control, EMS for patient treatment and FF rehab, the Red Cross for victim relocation.

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6 Incident Command System. Describe the extent of your implementation of the ICS. Include Incident Commander, Safety Officer, Information Officer, and Accountability Officer. In addition, include Finance, Logistic, Operations, and Planning Sections. Include any Branches, Divisions, or Groups that were assigned. Although most structure fires will not use all of these ICS elements, it is important to mention the ones that are used.

We implemented the ICS with (name) assigned as the IC, (name) as the safety officer, and (name) as the accountability officer. Engine 11 crew was assigned as the on-deck crew, and (name) was assigned as operations officer.

7 Strategy and Tactics. Include your declaration of strategy and assignment of tasks to specific companies. Be sure to cover this information with as much detail as possible. This information may include the following:

Strategy

- R – Rescue
- E – Exposures
- C – Confinement
- E – Extinguishment
- O – Overhaul
- V – Ventilation
- S – Salvage

Tactics

Who

How

Where

Strategy: We immediately engaged in an offensive attack and remained in that operational mode until the victims were safely removed from the structure and the fire was under control. Engine 11 secured a hydrant and provided water supply to Engine 31. Engine 31 crew stretched a 1-3/4 inch handline to Division 1 to locate, confine, and extinguish the fire and protect life. Engine 41 forced entry to the structure and conducted a primary search of Division 1, venting as they searched, in coordination with Engine 31. Engine 41 personnel found and safely removed two occupants through a window on side B. Companies on this fire stretched backup lines, conducted secondary searches, protected exposures, shut off utilities, and performed salvage and overhaul operations.

Tactics: Engine 11 advanced an 1-3/4 inch handline through the front door. Confined the fire to the room of origin and then extinguished the fire, checked for extension into the ceiling.

8 Problems Encountered. List any problems that were encountered at the scene. This includes anything from blocked hydrants to firefighter injuries.

While operating the pump panel on the attack engine, (name) fell due to an icy condition. We then put a bag of salt around the engine to avoid this from happening again. There was also a vehicle parked next to the garage hindering our advancement into the garage.

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9 Under Control. Describe the actions taken after declaring this fire under control. This information may include the following:

- Secondary searches.
- Salvage and overhaul.
- Removed residual smoke from the building.
- Conducted PAR checks.
- Conducted CAN reports.
- Placed companies back in service.
- Secured the building.
- Checked carbon monoxide levels.

At 07:00 hours, this fire was reported under control. At this point, we conducted a thorough secondary search of the entire structure and performed overhaul by making inspection holes in two walls (Division 1, sides A and C). We used the positive-pressure fan to remove all residual smoke from the building. I then called for a PAR to account for all members and began demobilizing the incident and placing companies (available at the scene) back in service as we began to clean up our equipment and repack hose. The building was secured, and carbon monoxide levels were within normal limits prior to leaving the scene.

10 Transfer or Termination of Command. Explain whether and to whom you transferred command or terminated command. Describe the actions you took immediately after. This information may include the following:

- Disposition.
- Incident Action Plan.
- Incident Priorities.
- Incident debriefing.
- Post incident analysis.
- Offered critical incident stress debriefing.

I formulated and followed an incident action plan and revised it throughout the incident to ensure that we were meeting our goals of life safety, incident stabilization, and property conservation. Each company officer provided a progress report every _____ minutes, and we conducted PAR checks every _____ minutes. After we completed extinguishment and accomplished our incident objectives, the building was turned over to the owner/occupant and command was terminated. We conducted an incident debriefing and scheduled a post incident analysis on our next working day. Critical incident stress debriefing was offered to all members.

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11 Additional Information. In the final paragraph, provide additional details that must be documented. In this section, you can include the names and the number of people involved in the incident, both civilians and responders. Document any important statements emergency personnel or civilians made to you regarding the incident. This information may include the following:

- Statements.
- Investigations.
- Longitude and Latitude
- Weather.

The owner/occupant advised that they were asleep, the smoke detector alerted, we got up and saw flames in the kitchen, then escaped out the front door and called 911. The fire investigation revealed that there was a fire in the kitchen area and appeared to have started around the stove area. The findings were consistent with the owner/occupant statement. Weather – Cold 35 NW at 5mph, no precipitation noted. Location – N36*17.876 W086*19.234. Insurance Company – State Farm.*

End of Report.

