

CONTRA COSTA COUNTY OPERATIONAL AREA POLICY

POLICY# 12

TOPIC: Progress Reports			
Revision Date <i>December 2010</i>	Replaces <i>New</i>	Approved By County Chiefs	Pages 3
DISPOSITION: Operational Area Policy Manual			

INTRODUCTION:

Clear and concise progress reports during all phases of the emergency incident are a critical component, which provide for an important exchange of information between Command and companies assigned to the incident.

Periodic progress reports provide important information to Command, which is essential to developing a sound Incident Action Plan, establishing tactical objectives, maintaining personnel accountability, and efficiently managing incident resources.

An effective method to transmit a progress report is by use of the “**C-A-N/Air**” format, which stands for **C**onditions, **A**ctions, **N**eeds, and **Air**. Use of this order model allows for a quick and concise report identifying the current conditions, status of current actions, any support or resource needs, and air supply.

A. POLICY

1. Company Officers, Division/Group Supervisors and Command personnel shall work toward assigned objectives, within the overall strategy as defined by the Incident Commander.
2. Company Officers and Division/Group Supervisors shall on a regular basis report progress or lack of progress, in completing their assignment, as well as any deviation from established plans.
3. Company Officers and Division/Group Supervisors shall provide periodic progress reports to Command using the “C-A-N/Air” format.

A. Conditions – What do you have?

- Current location
- Smoke conditions
 - Volume
 - Visibility
 - Light, medium, or heavy

- Heat level
 - Interior tenability
 - Low, medium, or high

B. Actions – What are you doing?

- Current actions
- Progress completing assignment
- Inability to complete assignment

C. Needs – What do you need?

- Resource or support needed to complete assignment

D. Air – What is the status of your team’s air?

- Lowest air level of crew
- Air level shall be reported when requested by Command
- Supervisors working in an IDLH atmosphere shall notify Command when crew’s air level reaches 50%, as well as any low air alarm activation
- The Air Level shall be reported as either “Full”, “75%”, “50%”, “25%”, or “Low Air Alarm”

4. Ideally, the company officer will initiate a progress report at a time and location that is most conducive to company operations.
5. Supervisors who do not receive periodic progress reports from assigned personnel shall request a report at intervals deemed appropriate based on conditions.

B. EXAMPLES

1. *“Main Street IC, Engine 1, is on the first floor with moderate smoke and low heat [conditions] conducting a primary search [action], request horizontal ventilation [need].”*
2. *“Main Street IC, Engine 1, is on the second floor with heavy smoke and high heat [conditions], attacking fire with 1 ¾” line and conducting primary search [actions], request vertical ventilation and an additional company with 1 ¾” line [needs].”*
3. *“Main Street IC, Engine 1, is in the Bravo/Charlie corner with moderate smoke and moderate heat [conditions], attacking the fire with 1 ¾” line [action], request a crew rotation [need], air at 50% [air].”*
4. *“Division 2, Engine 1, is on the second floor with moderate smoke and low heat [conditions], fire is knocked down, primary search all-clear [action], request positive pressure ventilation and additional company for secondary search [needs].”*

5. *“Engine 1, Main Street IC, provide a progress report with air”.*

“Main Street IC, Engine 1, is on the first floor with light smoke and low heat [conditions]; we are conducting overhaul and have a low air alarm [action], Engine 1 is exiting and will need a another company to continue overhaul [need].