

Westbury Fire Department

Officer Development Series

Lesson Plan: 90 Minute Cognitive Presentation

2018

Course: Module # 3 – **Fire Scene Reports**

Level of Instruction: Fire Officer Trainee

Type of Lesson: Cognitive

Clock time: 60-75 Minutes

Objectives:

Terminal Objective: The Fire Officer Trainee will be able to provide the proper fire scene report, as called for by the incidents needs, with 80% accuracy. (Cognitive)

Enabling Objectives: After receiving PowerPoint instruction, the Fire Officer Trainee will be able to identify the components of an effective Initial Arrival Report, Progress Report, CAN report, PAR report and be able to effectively transmit each, verified by achieving a minimum 80% on the course's written evaluation. (Cognitive)

Training Aid: **PowerPoint Presentation** – Title: Fire Scene Reports

Classroom: Westbury FD – HQ

Reference:

Method of Instruction: Cognitive Presentation

Student Prerequisite: Suggested: *Members attending be off probation*, but not required.

Student Assignment:

COURSE OUTLINE:

- I. **Preparation** - (1-2 Minutes)
 1. (Motivation) – WHAT IS THE IMPORTANCE OF A FIRE SCENE REPORTS
 2. **Instructor** - Self Introduction
 3. **Terminal Objective**: The Fire Officer Trainee will recognize the components of all types of Fire Scene Reports and be able transmit each, as presented in the course PowerPoint presentation, with 80% accuracy. (Cognitive)
 4. **Enabling Objective # 1**: After receiving PowerPoint instruction, the Fire Officer Trainee will identify the components of all types of Fire Scene reports and be able to transmit each, verified by achieving a minimum 80% on the course written evaluation. (Cognitive)

- II. **Presentation** – (100 Minutes)
 1. **Safety**:
 - a. **Classroom Housekeeping**
 - Exits
 - Trash – clean up after yourself
 - Leave classroom as you found it
 - Bathroom use
 - Cell phone use
 - b. **Scene Safety** – (*everything we do reverts to: doing things safely*)
 - Being able to provide effective scene reports will have a direct effect on overall scenes safety

 2. **Break Down of Slide Presentation** – (Course Outline)
 - Slide 1 - Motivation / Introduction**
 - (***Get their Attention***)
 - Instructor Introduction
 - Housekeeping - (**See II, 1a**)
 - Scene Safety – (**See II, 1b**)

Slide 2 – Introduction – General overview – *(each will be broken down and explained more in the course)*

1. What is an Initial Arrival Report - IAR?

It's a report given over the radio that will:

- will set the stage for the entire incident ...
- paints the picture for units not on scene and dispatch

2. What is a Progress Report?

- It's a report given over the radio or can be face to face

It's a report that will allow your leader(s) know your status, in completing what is expected, assigned... enabling them to plan or adjust their plan

The IC is outside – *(outside the view what you're doing)* these progress reports paint the picture for the IC, allowing them to plan or adjust their action plan.

3. What is a CAN Report?

A CAN report goes hand and hand with a progress report, some may even say it's the same thing, it reports: **Conditions** facing, **Actions** being taken, and what may be **Needed**.

Where in our annual trainings do we talk about doing a CAN Report?

A CAN reports is required report in a FAST team when the search time finds the down firefighter. An Incident Commander may request a "CAN report" from an officer doing any specific task. – *(Based of State curriculum = Can report opposed to Progress report)*

4. What is PAR Report?

PAR means personally accounting for the members assigned to you = **personnel accountability report**. – "968 has PAR"

An officer "would have PAR" when the officer can physically account for the members assigned to them and their safety.

5. What is an Incident Report?

Legal documentation of the incident

Used to prepare a NYS required State Report – National Fire Stats

Slide 3 – Why is an Effective Initial Arrival Report (IAR) Important

(Start by playing voice clip) – Chicago fire with people out windows

Ask – What’s your assessment of what this officer rolled into?

- Did he give an effective initial arrival report?
- He most certainly painted A Picture – but we can hope our leader could paint a better, more detailed, picture.
- **NOTE:** Tone of which he speaks – perceived that he is in over his head!
- What kind of scene would you expect to be rolling into? **A Holy Shit scene...**

Initial Arrival Report Should:

- **It sets the stage for entire event – (The URGENCY)**
 - Helps **Lessen Firefighter and Officer Complacency**
“Not another BS AFA” “Not that chimenea in back yard”
 - Let’s all arriving know what coming into
- **Paints the Picture** for additional arriving units – **(NOT YET ON SCENE)**
 - Dispatch should repeat IAR to 2nd Eng., 1st Lad., FAST... as needed
- By Forcing an IAR = Forcing you to **Take in what’s Transpiring, Size Up**
 - *I have to report what I see = Forces you to look at it*
- By Forcing you to take in transpiring = doing your size up
 - gauge if more help is needed
 - *A whole lot of fire in a big location = a lot of firefighters*
- Let’s arriving know: **initial actions** and if they **deviate from expected**
- Let’s arriving know **who’s in charge** (*at least to take point*)
 - Establish Command and Where?

Slide 4 – What information should be transmitted in IAR

1. Location

- The Correct Location – (*confirm or correct*)
- Define better - if needed
 - 2nd house north of “Maple St”
 - Being advised “Apartment 3D” or “Rear Apartment”
- **Allows other not to have to seek out what you already did...**

2. Type of Structure – All Size up Items (discussed last class)

- Number of Stories/Floors
- Size = Foot print of structure “30x40”, “50x100”
- Type Construction – Wood frame, Masonry = better than “Type IV”
- Occupancy Type/Use
 - Private Dwelling – “house”
 - Commercial - “BJ Warehouse” “Strip Mall”
 - I have a 1 story Commercial or its “BJ Warehouse” will paint a better picture for responding? BJ – shopped their 100X ...
 - Multi-Dwelling – “Apartment”
 - Mixed Use – “Taxpayer”
- Hazards – Truss/Safety Plaques “Unsafe Structure” “Truss placard”

Slide 5 – What information should be transmitted in IAR - cont.

3. Conditions Presenting

- **What are you seeing** – “NEVER JUST NOTHING SHOWING”
 - Nothing showing from side 1
 - Nothing showing but investigating
 - Just nothing showing = don’t need SCBA, open turnout... *will keep members complacent... WE MAY STILL HAVE SOMETHING!*
- If saying nothing showing say: from side 1 or front side ... because when open door may get blow on your ass! ...
 - Nothing showing de-escalates, but we may want to still keep our firefighter alert and on their toes.
- Smoke showing from ... Heavy smoke showing from Eves vs. just a smoke odor
- Fire showing from ... Heavy Fire from 2nd Floor 2 side Windows...
- Hazards - Collapse, Partial Collapse, Large propane tank...
- Occupied/Unoccupied – “Everyone’s Out”, “Unknown if occupied but multiple car in driveway”

4. Additional Resources Needed

- Know transmitting a “Working Fire” in Westbury as per SOP = (Mutual Aide: 1 Fast to scene & 1 Engine, 1 Ladder, Ambulance to HQ) - 2nd alarm brings them to Scene and fills house again...
- What are conditions presenting = Needed above present Assignment
 - *Board up/ window bars = Need Additional Ladder Co.*
 - *Wires down = Electric Co*
 - *Gas Leak = Gas Company*
 - *MCI - How many aided = how many ambulances...*
 - *Is PD needed = not always an Automatic*
- **TIME OF DAY** – Is that a factor to consider with response? **Should be!**
- **What About weather** – Remember Extremes from last class – 2x...

Slide 6 - What information should be transmitted in IAR - cont.

e. Actions “immediately” being taken

- Investigating – 80% of time
 - A lot of time we don’t know until we’re inside looking
- Operational Strategies - Offense/ Defense
 - Actions being Taken = will explain strategies – *most of the time*
 - Taking a 2.5” to exposure as your 1st line – explains a lot
- Intended Immediate Actions
 - “Searches underway”, “initiating searches”
 - “1 line being stretched” – (*Type: 1.75” vs 2.5” explains a lot*)

f. If deviating from department SOP - (*won’t be what arriving expects*)

- First line entering basement from rear Bilco
 - *Deviate from dept SOP = 1st line Protect Interior Stairs*
- 1st line 2.5” (**Opposed to normal 1.75” for house**) and going to 3 side exposure = have big fire and priority is protecting exposure
- 1st Engine blocked out Ladder from..., 1st Ladder needs to enter from...
- 1st engine didn’t pick up hydrant, 2nd engine needs to lay into us...
 - *Deviates from 1st engine get water source*

g. Who is assuming Command

- Who you are
- Where is Command Post
- Does Command always have to be the Line Officer?

Slide 7 – Review – Students Interaction

(Students explain factor as a Group - as Instructor Opens Each Factor)

- **Location** - Corrected – More specific
- **Type structure/occupancy** – Size, Types, Use, Hazards with
- **Conditions presenting** – Conditions you see
- **Additional resources needed** – Over Normal assignment for conditions
- **Actions being taken** – What is initially being done
- **If deviating for department SOP's** - From what is expected
- **ASSUME COMMAND** – Lt 41 Assuming command/ FO ...
- **Reiterate** – this is quick derived from what's being seen
 - More Experience = Quicker you'll do
 - Why we have officer in seat do for every fire call – creates good habits

Slide 8 – Present Example of Effective IAR – (Instructors does one for class)

READ Below – Then Click to open what seen – does it match?

Activity *1 (Give the IAR – *then displays picture for students*)

- **Location:** 966 is 22 - Confirming 32 Campbell St.
- **Type:** 30x50 - 2 story, wood framed, Private Dwelling
- **Conditions:** Heavy fire out front door and through the roof, unknown if occupied but have car in driveway
- **Additional resources:** give me 2nd alarm, Have 2nd engine pick up a 2nd hydrant and come to 966
- **Actions:** initiating searches off 1 line, in front door
- **Deviating SOP:** have all apparatus enters from Landing Ave, but have Tower Ladder 962 enter street from Circle Dr.
- **Who's in Command:** 966 is in Command/ IFO 35 Campbell
ASK around room – What are you picturing?
- (click to open picture) **WAS AN EFFECTIVE PICTURE PAINTED OF THE INCIDENT?**

What were some Key factors in this IAR to help assess better?

- Get a 2nd Hydrant = 1 may not be enough
- Tower IFO = Needed if we Lose the battle, if not already lost
 - Risk vs Reward - What if we learn Truss'?
- Searching being done off the Line = Untenable conditions
- Though the roof = Well advanced fire
- 2nd Alarm vs Transmit Working fire = need much more resources

Slide 9 – Students Activity #2 – (Go around class asking student what they see for each factor)

- **Location** – corrected 621 not 623
- **Type** – 1 ½ story PD or cape cod better
- **Conditions** – Open front door with light smoke condition
- **Additional** – depend (maybe upgrade structure vs smoke call)
 - Your report of light smoke got others attention to potential?
- **Actions** – Investigating – smells like burnt food
- **Deviating** – NO
- **Who in charge** – 41 command

Slide 10 – Students Activity #3 – (show slide) – give student 2 mins to come up with an IAR – then have a few students give theirs report.

Did everyone PAINT THE PICTURE?

Should be something like:

Signal 22 – 20 Dempsey, 2 story, type 3 mixed use, flames out 2 windows 2nd floor over Joe's Tattoo pallor from the ½ corner, no smoke visible 1st floor, give me 2nd alarm, initiating searches and a 1 ¾ to the 2nd floor, 41 command.

What should YOU as an Arriving unit be taking from that:

- **Location** – C/O is Now 20 Dempsey – Joe's tattoo
- **Type III**, Mixed use residence over a tattoo joint
 - Cuttable roof, multiple roof (old building) many reno's...
 - May have occupants trapped
- **Conditions** - Flames out windows – 2nd floor ½ corner no visible smoke 1st floor
 - Confirming we actual have a fire
 - Fire has been burning a while if out window
 - 2 story – fire floor 2 = need to get on roof and get open
 - No visible smoke 1st = fire may have starter above ceiling line
 - Type III = Pre WWII – multiple renovations = multiple roofs, ceilings...

- **Additional** – 2nd Alarm
 - *Fast, +1 engine, +1 truck and Ambulance into scene and house filled = fire well above our capacity*
 - *Bumped above just working fire – so lots of resources needed*

- **Actions** – Initiating Searches, 1 ¾ to door 2nd floor
 - *Unsure of occupancy*
 - *Residency on 2nd floor is immediate concern*
 - *1 ¾ vs 2.5 – no fire 1st or little fire load (Tattoo place)*
 - *Did someone poke a ceiling 1st before advancing up?*
 - *Validate initial team's actions – they may have overlooked in the heat of the moment...*

- **Deviating** - maybe expect 2.5 opposed 1.75
 - *2nd Engine thinking back up 2.5, just in case wrong?*
 - *Staged – protecting 1st line above*

- **Command** - Lt. 41 – Lt. in command = Lack of leadership...

Slide 11 – Progress Reports

When do we Give Progress Reports?

1. When task will be delayed or is not achievable

- a. When a task will be delayed getting achieved (outside what would be expected)
It needs to be reported over the radio to your leader, so everyone on fire ground is made aware
- b. When a task is unattainable – again needs to be broadcasted so everyone is made aware
 - Operating personnel are expecting your task get completed so they can effectively/safety complete theirs
 - Roof to command – “we have Q-decking” = **what to all operating?**
 - Roof is Bar Truss = Situational Awareness
 - OV to Command – “Have metal bars on back windows” or rear heavily fortified = **what for inside teams?**
 - Not getting out back in emergency until cleared = Situational awareness

2. Making Progress or not going as you would expect

- a. When you are making progress – report such allowing others to know so they can plan accordingly
 - *Water on fire, making progress should be able to hold = can go above floors*
- b. When progress is not being made and additional assistance is needed
 - *Water on fire, it's not darkening and need and additional line = Not a good idea to go above floors yet...*

3. Dispatch prompted progress reports

- a. Every 20 minutes dispatch will prompt for progress
 - Allow IC to fill in dispatch – in turn notifying all on scene
 - Force IC to do a reassessment of all factors of the scene:
 - Is progress being made
 - Is there enough resources on scene, staged ...
 - This will also prompt inside teams to state their progress to their leader:
Direct Officer, Area Officer, Sector Officer or Command
 - **Your progress report hopefully come before – the prompted one.**
 - These 20 min progress prompts are also a prompt that members may be cycling out soon, running out of air.
 - Make sure have relief teams staged and ready to go to work

These progress reports allow everyone to take note of what's happening

- **Assess plan** – is it working?
- **Assess accountability** – do you have everyone
- Notes your time remaining inside working may be limited
 - Prompts IC – is relief ready to go to work?

Slide 12 – Conditions/Actions/Needs or CAN Report

Very similar to Progress Report, some Mutual Aid Dept may even call for a CAN Report meaning they are looking for progress report – (NYS curriculum teaches CAN vs Progress , so it's widely utilized today)

It is a required report with 9th Batt. FAST Team training curriculum – when down FF is found “officer must report in form of a CAN report...”.

1. Conditions

- This could be the conditions you are facing / in / around you
- Conditions of the victim – as case with a FAST
- Or could be reporting BOTH

2. Actions

- Actions you'll be taking to correct situation

3. Needs

- What is needed to accomplish or fulfilling your actions

(Click for Example): 963 Officer – Command: we found the down FF, he is pinned down by fire in a room on the 2nd floor in the 3/4 corner (**conditions**), we are breaching the wall in an adjacent room to access (**actions**) but need a line to the 2nd floor to contain the fire so we can remove (**needs**)

Slide 13 – Personnel Accountability Report or PAR Report

When Command requests PAR, typically something bad has occurred and there is a firefighter(s) unaccounted for.

The Officer (Acting Officer) of said rig should be able to quickly account for the members assigned to them. Therefore, it's important to know who is on your rig, in route to the alarm, not trying to figure it out when PAR called for while inside working...

- You for your partner (2 in 2 out)
- Rig boss for their crew
- Area boss or Rigs bosses assigned to their area
- Sector leader for area leaders
- IC or Sector leaders
- Maintaining the ideal 1:5 ratio and 1:7 max
- Having such = quick PAR **NIMS Nationally Required!**
- **CHAIN OF ACCOUNTABILITY**

- a. Engine officers – the only person out of view should be the Hydrant/OV and maybe a door or control down the hoseline.
- b. Ladder officer – should be with the Can/Irons positions so easy to account for but OV/Roof may be in a totally different location so contact via radio may be required.

Slide 14 – Incident Reports

New York State requires documentation on all fire incidents **that require any form of action** and includes just an investigation.

These reports get filled out by the district but can't be done accurately without the information listed on the departments **Incident report** being filled out completely.
DISPATCHES WHO DO – WEREN'T THERE - so Should paint the picture for them

Local agency reports to the County

County to the State

State to National **NFIRS** (*National fire statistics*) = Firefighting **Funding!**

These reports should be filled out, getting as much information as possible, completing all the boxes pertinent to that incident.

All members attending the alarm, shall be noted as Attending and on scene when possible, even if they are not going back to quarters to sign in for credit. (***it's not about credit it's about accountability***) This is important, if they need the credit or not, something may arise later in regards to the alarm, where all members there need to be accounted for (Example: later learned bio hazards/ exposure... Example: WTC 9/11)

All Incident involving a medical emergency (founded or unfounded) require a PCR – (Prehospital Care Report) This report should prevent liability, as taught in EMS school, if not documented it was never done...

Slide 15 – Quiz/Summary

Initial arrival report / Progress Report/ Can Report =

“painting the picture for others” – No secrets at a fire!

- Allows other to have info to formulate a safe plan

PAR = maintains accountability

Incident Reports = Legal documents event

- Sources to look back into past when needed – could be years!

III. **Evaluation** – (10 Minutes)

1. Written Exam - Need 80% to PASS

After completion of Quiz:

IV. **Summary** – (1-2 Minute)

1. *Review Exam – Have student exchange quizzes*

Review questions and have student grade quiz

2. Comments on Evaluation
3. **Objective** – After receiving instruction, the Fire Officer Trainee will identify the components of an effective size up and use such to gain situational awareness at a fire scene.
4. Thanks for taking time from day to better oneself, allowing you to progress forward in your development to a Fire Officer.

Homework for Next Class:

Read [Best Practice: 18-9 Riding Positions](#)

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Westbury Fire Department

Quiz – Officers Development – Module 3 – Fire Scene Reports

Student Name: _____

Date: _____

SCORE: _____

Question #1.

When we describe the type of structure, which item would not apply:

- a. Number of Stories
- b. Occupancy Type
- c. Safety Placards
- d. Address

Question #2. (*Match the Following*)

Location _____

Type of Structure _____

Conditions Presenting _____

Additional Recourses _____

Actions being Taken _____

a. Initiating Searches

b. 2 story wood frame private dwelling

c. Power Company to scene

d. 123 Stratford Rd. Apt 3A

e. Fully involved house

f. Car in driveway

Question #3.

“Investigating” would be considered an action immediately being taken? (*True or False*)

- a. True
- b. False

Question #4.

When we deviate from what is expected in our SOP's, _____?

- a. it should be obvious by all arriving units
- b. it should be transmitted in our Initial Arrival Report, so all arriving units are aware
- c. it should only be conveyed to the units on the scene, so it doesn't tie up radio
- d. it's not important so long as a safe operation is being preformed

Question #5.

Progress reports should be given:

- a. When Progress is being made
- b. When Progress can't be made
- c. When promoted to by leader
- d. All the above

Question #6.

When you are unable to fulfill your task or if your task requires additional resources to complete it should be reported in the following report:

- a. CAN report
- b. PAR report
- c. Incident report
- d. None of the above

Question # 7.

Which factor would not be part of a CAN Report:

- a. We have fire in second floor bedroom
- b. Holding fire in room with water can
- c. Have line come to right at top of stairs
- d. All would be part of a CAN report

Question # 8.

An officer of a rig stating he/she has PAR means:

- a. They can account for their partner
- b. They can account for the firefighters working in the area they are assigned
- c. They can account for all the members assigned to them on their Rig
- d. They are accounted for by The IC

Question # 9.

A legal document of an event which can be later referenced is

- a. A PAR Report
- b. A CAN Report
- c. An Incident Report
- d. A progress Report

Question # 10.

Which statement is correct:

- a. A CAN reports "paints a picture"
- b. An Initial Arrival reports "paints a picture"
- c. A Progress report "paints a picture"
- d. All are correct

Testing Instructor: _____

Correct _____ x 10 = _____
(score)

80 % > = Passing

Westbury Fire Department

Answer Key – Officers Development – Module 3 – Fire Scene Reports

Question #1.

When we describe the type of structure, which item would not apply:

D- Address - falls under LOCATION

Question #2. (Match the Following)

Location _____ **D** _____

Type of Structure ___ **B** _____

Conditions Presenting ___ **E** _____

Additional Recourses ___ **C** _____

Actions being Taken _____ **A** _____

a. Initiating Searches

b. 2 story wood frame private dwelling

c. Power Company to scene

d. 123 Stratford Rd. Apt 3A

e. Fully involved house

f. Car in driveway

Question #3.

“Investigating” would be considered an action immediately being taken? (*True or False*)

a. True

Question #4.

When we deviate from what is expected in our SOP's, _____?

b. it should be transmitted in our Initial Arrival Report, so all arriving units are aware

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When you are unable to fulfill your task or if your task requires additional resources to complete it should be reported in the following report:

- a. CAN report or Progress Report**

Question # 7.

Which factor would not be part of a CAN Report:

- a. We have fire in second floor bedroom - **Conditions**
- b. Holding fire in room with water can - **Actions**
- c. Have line come to right at top of stairs - **Needs**
- d. All would be part of a CAN report**

Question # 8.

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- a. They can account for their partner
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