

**COLUMBUS DEPARTMENT OF FIRE  
AND EMERGENCY MEDICAL SERVICES  
OPERATING GUIDELINES MANUAL  
VOLUME II**

**SUBJECT:** Arrival Information Report  
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**1.0 PURPOSE**

- 1.1 Provide arrival information to all responding units and the Battalion Chief(s) and all other resources utilized at emergency scenes.

**2.0 OBJECTIVES**

- 2.1 To standardize the arrival information reported by all first arriving units and subsequent arriving units.
- 2.2 To ensure all responding units to an incident are aware of the conditions and the corresponding information concerning the incident.
- 2.3 To establish and utilize a standard Arrival Information Reporting System.
- 2.4 To ensure that all information and basic characteristics concerning an emergency incident are properly transmitted to all responding units.
- 2.5 To provide incident information to responders and ensure a strong, direct and visible command.
- 2.6 To provide information to responding units and ensure an orderly transfer of command to subsequent arriving superior officers.
- 2.7 To provide information to responding units and ensure that assigned tactical duties are performed safely and effectively.

**3.0 SCOPE**

- 3.1 This guideline applies to all members of the Department of Fire and Emergency Medical Services.

**4.0 DEFINITIONS**

- 4.1 **Arrival Information Report:** The basic information concerning a particular incident, which is transmitted by radio to responding units, Fire Dispatch and subsequent incident commanders.
- 4.2 **Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
- 4.3 **Defensive Attack:** A careful and well-planned exterior attack utilizing exterior hand lines and master stream appliances at a safe distance from the fire in order to protect exposures and extinguish the fire. **OFFENSIVE/DEFENSIVE OPERATIONS SHOULD NOT BE CONDUCTED SIMULTANEOUSLY.**
- 4.4 **Division:** The partition of an incident into geographical areas of operation. Division are established when the number of resources exceeds the manageable span of control of the

Operations Chief. A division is located within the Incident Command Structure organization between the branch and resources in the Operations Section.

- 4.5 **Fire and Smoke Conditions:** Used to describe the visible fire and smoke conditions at a building on fire.
- 4.6 **Fire Location:** The sector of the building where the fire is located and/or is emitting fire and smoke from the structure.
- 4.7 **Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographical division. Groups, when activated are located between branches and resources in the Operations Section.
- 4.8 **Heavy Fire and Smoke Conditions:** A large amount of fire and heavy smoke emitting from openings in the building. This would be considered a working fire.
- 4.9 **Heavy Smoke Conditions:** A large amount of heavy smoke emitting from openings in the building.
- 4.10 **Light Fire and Smoke Conditions:** A small amount of fire and smoke emitting from openings in the building. This would be considered a working fire.
- 4.11 **Light Smoke Conditions:** A small amount of light smoke emitting from openings in the building.
- 4.12 **Offensive Attack/Rescue:** A bold and aggressive interior attack using hand lines to extinguish the fire and expedite rescue. **OFFENSIVE/DEFENSIVE OPERATIONS SHOULD NOT BE CONDUCTED SIMULTANEOUSLY.**
- 4.13 **Type of construction:** The major component of the structure (Wood, metal, masonry, etc).
- 4.14 **Type of Occupancy:** The normal usage of the structure (residential, commercial, shopping mall etc.).
- 4.15 **Totally Involved:** The entire structure is totally involved in fire from the top to the bottom and includes fire showing from all sectors.

## **5.0 PROCEDURES**

5.1 Arrival Information Report shall contain the following information:

- A. On-Scene (when your unit arrives).
- B. Correct Address (when possible).
- C. Number of Stories.
- D. Is building residential or commercial.
- E. Type of construction (masonry, wood, metal etc.)
- F. Fire conditions:
  - 1. Light smoke
  - 2. Heavy smoke.
  - 3. Light smoke and heavy fire.
  - 4. Heavy smoke and fire.
  - 5. Fire through the roof.
  - 6. Totally involved and on the ground.
- G. Division location of fire (A, B, C, D).
- H. Floor location of fire.
- I. Actions taken and type of fire attack (offensive or defensive).
  - 1. Attack line.
  - 2. Primary search initiated.

- J. Request for supply line. **Specify 3” or 5” line.**
- K. Establishing Command.
- L. Have all units switch to Tac channel.

5.2 Transmitting an Arrival Information Report (AIR): The first arriving unit will transmit an Arrival Information Report to Fire Dispatch, all responding units, and Battalion Chief(s).

- A. The first arriving unit shall report the following arrival information, in the proper order, as indicated below:
  - 1. Transmit the Unit Number, on scene, and the address to which responding.
    - a. Example: “Engine 1, on scene at 1234 Broadway.”
  - 2. Transmit the number of stories, whether the building is residential or commercial and the type of construction.
    - a. Example: “Engine 2, on scene, at 2912 Rosehill Street, 1 story residential , wood frame”.
  - 3. Transmit the visible fire and smoke conditions and the sector of the building where the fire and smoke is located.
    - a. Example: “Engine 3, on scene, at 2912 Second Avenue, three story commercial, Masonry construction, light fire and smoke on Division A at window on the third floor.”
  - 4. Transmit the type of attack and the firefighting tactics used to combat the fire.
    - a. Example: “Engine 4, on scene, at 3528 Anglin Road, one story commercial, masonry construction, heavy fire and smoke from Division A, Engine 4 initiating offensive attack with two 1¾” hand lines.”
  - 5. Transmit Search and Rescue Tactics initiated.
    - a. Example: “Engine 5, on scene, at 9201 Garrett Road, one story residential, Wood construction, heavy fire and smoke from Division D window, Engine 5 initiating offensive attack with one 1¾” hand line and conducting primary search, Engine 15 come in and assist with search.”
  - 6. Transmit to unit staged at hydrant whether a supply line is needed and if so, the size line and the location where the supply line is to be taken.
    - a. Example: “Engine 6 on scene, at 1227 Brown Avenue, three story commercial, Masonry construction, heavy fire and smoke from Division A, second floor, Engine 6 initiating offensive attack with two 1¾” hand lines and initiating Primary Search. Ladders 6 come

in for rescue. Engine 10 bring in a 5” supply line to Engine 6 at Division A. Establishing command at Division A. Fire Dispatch from Engine 6; switch all units to Tac 1.

- 5.3. Command will transfer when necessary as higher-ranking officers arrive on the scene in accordance with the Department Incident Management Guideline. Fire Dispatch shall be notified when Command transfer is made.
  - A. Example: “Battalion 2 on scene, two story residential, heavy smoke and fire showing on the 2<sup>nd</sup> floor at Division A and B. Battalion 2 is assuming Command. Command location is 1234 Acme Avenue.”
- 5.4. When any of the following occurs, the Incident Commander, shall report the action taken to fire dispatch:
  - A. Initiate Rescue Group.
  - B. Report of Rapid Intervention Team (RIT).
  - C. Report of Rescue initiated.
  - D. Report on room of involvement if confined to room of origin.
  - E. Report of fire under control.
  - F. Report of fire completely extinguished.
  - G. Report of salvage operations initiated.
  - H. Command established.

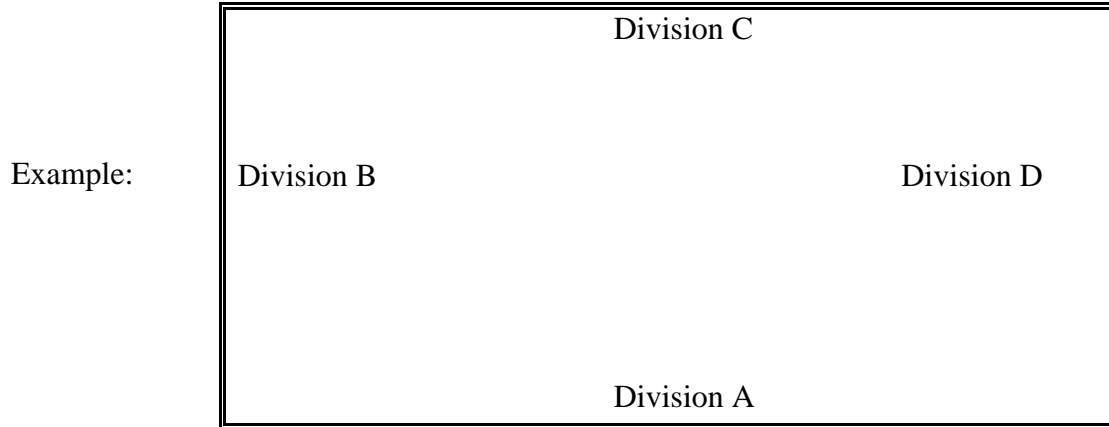
## **6.0 ADDITIONAL REPORTS**

- 6.1. In addition to the information contained in the Arrival Information Report, the information listed below shall also be reported to Fire Dispatch:
  - A. Involvement report: Fire in room of origin.
  - B. Rapid Intervention Team (RIT) Established.
  - C. Primary search completed.
  - D. Secondary search initiated.
  - E. Fire under control.
  - F. Salvage operations initiated.
  - G. Fire extinguished.
  - H. Building all clear – no victims found, or number of victims found.
  - I. Upon arrival of Battalion Chief: Give brief report of conditions, rooms on fire or percent of building on fire, fire attack plan, action taken at this time, ventilation, primary search, fire conditions).
  - J. Request for additional units.

## **7.0 DIVISIONS**

- 7.1 Divisions are established when the number of resources exceeds the Incident Commanders manageable span of control. Divisions separate physical or geographical areas of operation within the incident area.

Rear of Building



Front of Building

7.2 A Division may be:

- A. One quadrant of building.
- B. One floor of a building (11<sup>th</sup> Floor Sector).
- C. A portion of one floor (11<sup>th</sup> Floor Division A, B, C, D).