**Incident Scene Progress Reporting**

**Benchmark Time Announcements**

Purpose

To provide the incident managers a method of monitoring the incident scene for mitigation effectiveness and crew safety.

Guideline and Concepts

Benchmark Time Announcements shall be announced by dispatch every 10 minutes after being requested by the I.C. The Benchmark Time Announcements should be incrementing, i.e. 10 minute benchmark, 20 minute benchmark, 30 minute benchmark and so on. Benchmark Time Announcements allow for a uniform way of tracking Incident Scene Progress. This is a way to “nudge” the I.C. to keep the scene moving and to continually monitor potential changes in the conditions of the scene. These changes can be either positive or negative.

The Incident Commander shall request the implementation of the Benchmark Time Announcement procedure anytime that dispatch has not automatically began them on all “working” incidents. This might include but not limited to:

* Structure Fires
* Extrications
* Trauma Alerts
* Cardiac Arrests
* Major Medical Calls

At each benchmark the I.C. should evaluate the progression of the scene by receiving a Conditions, Actions and Needs (CAN) report and ensure that all personnel operating on the scene are safe and accounted for by conducting a Personnel Accountability Report (PAR).

* The incident commander shall contact each sector or division leader or crew leader by radio and ask for PAR. If the IC has established sectors or divisions the appropriate supervisor can conduct the PAR for their assigned companies.
* The crew leaders shall verify visually that each member of their crew is safe and report the results of their PAR to their sector or division supervisor or to the IC if a sector or division supervisor has not been assigned. If a sector or division supervisor receives the report he /she shall relay the information to the IC.

Progress reporting on the incident scene during all phases of operations relays vital information

between Incident Commanders and companies operating at the incident. Incident plans are driven by the completion of tactical objectives. If an objective cannot be completed, the IC needs to be advised so that the safety of crews operating can be evaluated and the tactical and strategic plan modified. An easy way to answer and transmit a progress report is by the use of the CAN report. The CAN report stands for **Conditions**, **Actions**, **Needs**. By using this order model, the person giving the report easily identifies how well they are doing, the conditions they are facing and any support or resource needs they have.

*Example of CAN report: E-20 to Command; E-20 on division 2 with moderate heat and smoke*

*conditions, knocking down fire, additional crew needed with tools to pull ceiling on division 2.*

**Conditions Actions Needs**

Locations Actions being taken What’s needed

Observed conditions Completing search Urgent help

Smoke/heat conditions Knocking down fire Tools or equipment

Obstacles Water on fire Additional hoseline/water

Structural stability Pulling ceiling Support to current assignment

Patient condition C.P.R. in progress/shock delivered Additional personnel

Patient pinned Extrication in progress Specialized resources

Trauma alert Preparing for transport Notify GSH or air ambulance

After receiving the Benchmark Time Announcement from dispatch the IC shall provide dispatch with the following:

* Report of the PAR
* Results of CAN report

Benchmark Time Announcements should be terminated by the I.C. when the incident is stabilized.