

Size-Up and Radio Report Pocket Card

Practice the first report until it comes out right on a bad day

Your first report off the rig tells everybody still coming what they're heading into and what you need. Getting it out short, calm, and in the same order every time takes reps.

Follow your department's procedures and radio terminology. This card is a practice aid, not policy. If your department uses a different report format, order, or terms, use those, and write them on the card.

STEP 1 OF 3

Print and cut

Four cards per sheet. One for your pocket, one for your notebook, one for the rig, and one to give away.

Print

- Double-sided, flip on long edge, card stock if you have it.
- Print at actual size (no scaling) so the cuts line up.
- No duplex printer? Print both, glue back to back.

Cut

- Cut on the dashed lines. Each card is 3.6 by 4.7 inches.
- Check the first card: front and back should line up.
- Write in your department's terms where they differ.

STEP 2 OF 3

Practice it out loud

Reading it won't make you good at it. Say it out loud on every call, even the dumpster fire, until it's automatic.

Drills

- ☐ **Ride-along reps.** Size up what you drive past.
- ☐ **Table reps.** Photos of local buildings, short time limit.
- ☐ **Play it back.** Record yourself and listen.

Get it critiqued

- ☐ Could the crew picture the building?
- ☐ Did they know what you're doing and need?
- ☐ Ask your BC how they want to hear it.

STEP 3 OF 3

A worked example

Made up, for practice only. Swap in your department's terms for building sides, command, and assignments.

EXAMPLE: PRACTICE ONLY

Unit. "Engine 7 on scene."

Building. "Two-story, wood-frame, single-family."

Problem. "Smoke showing, second floor, side A."

Actions. "Stretching a line through the front door. Engine 7 has command."

Needs. "Next engine in, establish a water supply."



Keep the reps coming

The report you practice is the report that comes out under stress. More free tools are at companyofficerforge.com.

Where company officers are made.

General guidance, not policy. Follow your department's policies, SOPs/SOGs, and chain of command. Not affiliated with any fire department.



SIZE-UP AND RADIO REPORT POCKET CARD

Initial radio report

Short, calm, and in this order.

UNIT

Who you are, and that you're on scene.

BUILDING

Size, height, construction, occupancy.

PROBLEM

Nothing showing, smoke, or fire, and where.

ACTIONS

What your crew is doing, and who has command, per your SOPs/SOGs.

NEEDS

Resources, water supply, or nothing further.

Update it when conditions change. Follow your department's procedures and radio terminology.

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SIZE-UP AND RADIO REPORT POCKET CARD

Size-up prompts*What to look for before and while you give the report.*

- ☐ **Building:** size, height, construction
- ☐ **Occupancy:** what it is, who's likely inside
- ☐ **Conditions:** smoke, fire, where it's going
- ☐ **All sides, when possible:** look yourself, or get a report from another crew
- ☐ **Exposures:** next door, above, downwind
- ☐ **Victims:** reports, signs, time of day
- ☐ **Water supply:** hydrant, tank water, and who's establishing it
- ☐ **Accountability:** who's with you, where they are, and what they're doing

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