



ACT Rural Fire Service  
Standard Operating Procedure 3.5  
**Situation Reports**

**3.5**  
Operational  
Management

**Purpose**

This procedure relates to the communication of critical information by the first unit to arrive on scene at an incident, to allow appropriate follow-up decisions to be made regarding response to that incident.

**Operating Procedure.**

The first unit to arrive on scene at an incident is to provide COMCEN with an initial Situational Report (SITREP), and should include the following information:

Essential (*initial size-up*)

- **EXACT LOCATION OF FIRE** (*Street address or GR. & Handy map if applicable*);
- **CONTROL POINT LOCATION;**
- **STATUS OF FIRE;** *Going, Being Controlled, Contained, Patrol, Out*
- **FIRE DIMENSIONS, FLAME HEIGHT;** *M X M, M High*
- **FUEL TYPE;** *Grass Scrub Forest*
- **PROPERTY UNDER THREAT NOW;**
- **DISTANCE TO PROPERTY THAT MAY COME UNDER THREAT;** *mts/km*
- **ADDITIONAL RESOURCES NEEDED;** *size & quantity*

Optional (*during control*)

- **FIRE NAME;**
- **MAP NAME;**
- **FUEL LOAD;**
- **TOPOGRAPHY;**
- **FIREGROUND WEATHER;**
- **COMMENTS.**



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Essential (*final size-up*)

- **SIZE;** *Meters or Hectors*
- **SUSPECTED CAUSE;** *Lightning, Campfire, Smoking, Debris Burning, Equipment use, Incendiary, Juvenile, Unknown*

Additional SITREPS should also be provided as the situation changes, when major benchmarks have been achieved or when additional information is known.

For prolonged incidents, the Incident Controller, Divisional Commander or Sector Leader should provide timely sitreps back to either COMCEN or the IMT. These sitreps should include the above information as well as additional information on:

- Incident progress
- Local Weather
- Updated strategies/tactics
- Incident prediction
- Tasking of resources

Additional SITREPs should also be provided as the situation changes, when major benchmarks have been achieved or when additional information is known,

Maintained By: **Manager, Operations**

Approved By: **Andrew Stark**

Position: **Chief Officer RFS**

Signature:

A handwritten signature in black ink, appearing to read 'Andrew Stark', written over a light green rectangular background.

Date: 15/02/2011

Cross Reference SOP/s:

Amendments: