



**Division 06** **Fire and Rescue Operations**

**Chapter 30 – Command Officer’s Log/Operational Reports**

March 2009

**POLICY**

To ensure the reporting of pertinent information related to incidents in Prince George’s County to the senior command staff in a daily command officer’s log. Operational reports serve as an educational document for all members regarding working incidents.

**DEFINITIONS**

N/A

**PROCEDURES**

**1. Criteria**

The Command Officer’s Log shall include the following items:

- Structure fire incidents involving IDLH and the use of 1-1/2” handline or greater to extinguish.
- Fire incidents with civilian injury or death.
- Arson Fire Incidents.
- Mass or multi-casualty incidents.
- Vehicle collisions with civilian death.
- Incidents requiring operation of a specialty team.
- Fire/Emergency Medical Services (EMS) emergency vehicle collision.
- Employee/member injury or death.
- Fire Station out of service.
- Disputes between Fire/EMS Department personnel and other agencies.
- Inquiries by elected officials.

Operational Reports shall be completed for:

- Any incident greater than a single alarm (1st alarm plus task force or multiple alarms), fire loss of \$100,000 or more, legitimate rescues of civilians, or activation of RIC.
- Fire related incidents involving civilian transport/hospitalization or death.
- Mass casualty incidents.
- Vehicle collisions with death involving extrication and/or vehicle collision with prolonged extrication (greater than 20 minutes), or requiring a 2nd rescue squad.
- A Fire/EMS emergency vehicle accident involving civilian death or employee/member injury or death.
- Any incident involving employee/member serious injury or death.
- Any incident that requires the services of the activation and use of a specialty team.
- Any incident that provided a particular challenge, taxing of Department resources, or any other incident deemed appropriate by the Emergency Operations Commander or a senior command official.

The completion of the Command Officer’s Log will be the responsibility of the Career Major on duty.

Information for the Command Officer’s Log is to be forwarded to the Career Major by the on-duty Battalion Chiefs or other senior officials.

The Command Officer’s Log will be forwarded to the approved mailing list, as determined by the Lieutenant Colonel of the



Emergency Operations Command, each morning by 0730 hours.

**FORMS/ATTACHMENTS**

N/A

Operational Reports shall be completed by the Incident Commander for any incident that meets the criteria outlined above.

The report is to be forwarded to the Emergency Operations Command, through the appropriate Major, within 10 calendar days.

The Operational Report shall include:

- Incident Summary
- Initial Operations
- Occupancy/Construction
- Incident Management Structure
- Units/Staffing
- Operational Issues/Concerns
- Lessons learned (if applicable)
- Safety Related Issues
- Conclusion

Following the completion of the operational report, a critique is to be conducted within three weeks for:

- Any multiple alarm fire where the second alarm units operate on the incident.
- Any fire with a fatality.
- Any fire with injuries to firefighters that cause admission to a hospital facility.
- Any mass casualty incident involving eight or more victims.
- Any other incident deemed appropriate by the Emergency Operations Lieutenant Colonel.

**REFERENCES**

N/A