

COMPUTER AIDED DISPATCHING

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Purpose: *Computer Aided Dispatching is a powerful tool that will assist the dispatch facility in determining the closest and most appropriate fire company to respond to an incident.*

Procedure:

1. The Suburban Fire Service Computer Aided Dispatch/Mobile Data Terminal procedure is hereby adopted in its entirety into this procedure. The following additional procedures are specific to Okolona's operations.

INCIDENT RESPONSE

1. Units staffed by volunteer members and off duty career firefighters responding to incidents: Any volunteer member whose fire pager activates and where two (2) or more companies are assigned to an incident, should be taken as a volunteer response incident. Any off duty career firefighter whose fire pager activates and where two (2) or more companies are assigned to an incident should be taken as an incident to which off duty career firefighter response is authorized.
2. Where at least three (3) volunteer and off duty career firefighters have responded to a station and the Apparatus Response Chart directs that an additional company from that station respond, they shall board the apparatus and signal "Responding". If the Apparatus Response Chart does not call for an additional company, or the Incident Commander has directed that the given apparatus remains in quarters, the person who would ride as the company officer shall call radio giving the apparatus number and "*is In Quarters*". (This informs the CAD system that if additional calls are received, the company will be treated as a staffed company and thus available for response).
3. When off duty or volunteer members are released to leave the fire station at the conclusion on an incident, the officer of the volunteer or off duty staffed fire company shall contact radio giving the apparatus number and "*On Pager*". (This informs the CAD that the company is no longer staffed and thus is not available to respond as a staffed company).

TRAINING:

1. When volunteer members report to the fire station for training, for the company on which they would respond to incidents, the officer shall contact radio giving the apparatus number and "*In Quarters*". (This informs the CAD system that the company is available for incident response). When the company goes to another station or other station's area (such as a station two company going to station one), radio shall also be requested to "*Relocate this unit to Station X*" (where X is the destination area).
2. Upon conclusion of training, the officer of the company staffed by volunteers shall contact radio giving the apparatus number and "*is Available on Pager*". (This informs the CAD that the company is no longer staffed and thus is not available to respond as a staffed company). If the company was relocated to another station area, radio must be informed to relocate the company back to its assigned station.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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3. If a company leaves the fire district for training outside of the Okolona Fire District (such as at the fire academy), the officer of the company shall contact radio giving the apparatus number and "*is Not Recommendable*". (This informs the CAD that the company is not available to respond to incidents). Upon return to the fire district, and when the company is ready for response, it shall inform radio that it is "*In Quarters*". (This informs the CAD that the company may respond to incidents. This can be done even if the company isn't physically in its quarters.) Please note the previous item for volunteer staffed companies.

COMPANIES ON STANDBY OR STAFFED BY PART TIME FIREFIGHTERS:

1. For companies that are not usually staffed by on duty firefighters, such as during weather standby conditions, the person who would ride as the company officer shall call radio giving the apparatus number and "*In Quarters*". (This informs the CAD system that if additional calls are received, the company is available for response). When the stand-by crew is released or falls below three (3) members, the officer shall contact radio giving the apparatus number and "*On Pager*". (This informs the CAD that the company is no longer staffed and thus is not available to respond as a staffed company).
2. When a company is to be staffed by a part time crew, at the beginning of the shift the company officer shall contact radio and report the apparatus number and "*In Quarters*".
3. At the conclusion of the shift the company officer shall contact radio and report the apparatus number and "*On Pager*."

INCIDENTS TO WHICH RESCUE 8081 IS THE ONLY RESPONDING UNIT:

1. Whenever 8081 responds to an incident to which another company is dispatch (such as a medical call or mitigation) 8081 shall inform radio that it is responding and that the dispatched company is available in quarters. For example, 8081 is responding in place of 8051 to a medical call. The transmission made by 8081 would be: "*Rescue 8081 is responding, hold 8051 In Quarters.*" (This informs CAD that 8051 is available for response to other incidents. Otherwise CAD would think 8051 is also responding to the medical call, and recommend another company should a car fire occur in front of station 1.)

COMPANIES OUT OF SERVICE:

1. If a company will be out of service for three or more hours, a substitution shall be made. If the substituting unit is at the same station as the out of service company radio shall be informed of the out of service unit and that the substituting unit is "*In Quarters*". For example, 8051 is out of service and 8031 is substituting, the radio transmission would be: "*8051 to Radio hold 8051 Not Recommendable and 8031 available in quarters.*"
2. If a company from a different station is used as a substitute, radio shall be informed of the unit out of service, the relocation of the substituting unit, and the change of the warning tone (knock-out tone). For example, if 8051 is out of service and 8053 is substituting, the radio transmission would be: "*8051 to Radio hold 8051 Not Recommendable, relocate 8053 to 80-1 change 8053's warning tone to 80-1 and mark 8053 Available in Quarters*".

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