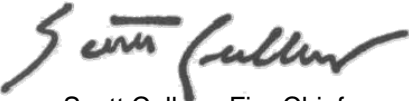




**City of Winchester  
Fire and Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b> Communications	<b>SOP:</b> 6.3
<b>Subject:</b> Accountability of Available Units	<b>Executed:</b> January 1, 2006 February 1, 2011 <b>Revised:</b> February 4, 2011 March 8, 2011 April 11, 2011
<b>Approved:</b>	
 Scott Cullers, Fire Chief	

**PURPOSE**

To develop a procedure to notify the Emergency Communications Center (ECC) and the Battalion Officer of in service and out of service apparatus.

**MORNING APPARATUS AVAILABILITY NOTIFICATION (MAAN)**

Between 0700 and 0705 hours each day personnel from each station shall contact ECC by telephone (662-1111 or 662-4131) and identify what apparatus is available for response. (i.e. This is YOUR NAME at Station 1, Wagon-1 and Medic-1 are available and all other apparatus are unavailable.) ECC personnel shall repeat the information back to the caller and update the CAD system. Station personnel shall record available units in the station logbook and update the station's status board.

After all stations have made contact with ECC, a general announcement will be made identifying apparatus in service, apparatus that are running as a different unit name. (ie. Medic 1-2 running as Medic 5-1) and apparatus out of service for mechanical reasons.

**MECHANICALLY OUT OF SERVICE APPARATUS**

When apparatus goes out of service for mechanical reasons station personnel are to inform ECC and give an estimate of how long apparatus will be out of service. ECC personnel will record this information in CAD by identifying apparatus as **mechanically out of service**. Station personnel must notify the Battalion Officer and Station Chief when apparatus is out of service for mechanical reasons. This is to be recorded in the station logbook, apparatus check sheet, station's status board, and on the apparatus.

When a station is borrowing apparatus from another station, personnel are to advise ECC of what unit is replacing the out of service unit. (ie. Medic 1-2 running as Medic 5-1)

## APPARATUS AND STATUS CHANGES/REQUESTS

When apparatus status changes; station personnel will contact the Battalion Officer prior to providing ECC with the update. After notifying the Battalion Officer, personnel shall contact ECC and identify themselves, the station, and report the information utilizing the same format as the MAAN. ECC personnel are to record the information in CAD and repeat the information back to the caller. Station personnel are to record all changes in the station logbook and update the station's status board.

The following resource status notification shall be made to the Battalion Officer prior to any status changes:

1. All requests for an EMS transport unit to go to a third run status shall be approved by the Battalion Officer *prior* to changing status. Requestor should estimate the length of time an EMS transport unit will need to be in third run status. Personnel shall notify the Battalion Officer when status is returned to normal operation.
2. When additional units are placed in or out of service, personnel should notify the Battalion Officer *prior* to making the change. Communication to the Battalion Officer will aide in operational decision making.
3. All requests for station staff reassignments shall be approved by the Battalion Officer.
4. Requests for unit changes that may affect the minimum service delivery of the department must be approved by the Battalion Officer *prior* to making changes.
5. The Battalion Officer shall be notified when ride-a-long personnel are in the station. It shall be conveyed to the Battalion Officer for what time period the ride-a-long will be in the station.

In the event that the Battalion Officer is unavailable, notification shall be made to an Administrative Officer.