



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



Section:	Rescue and Special Operations	SOP:	10.3
Subject:	TEMO Team Activation	Executed:	July 29, 2013
		Revised:	
Approved:			
 Allen W. Baldwin, Fire Chief			

PURPOSE

To outline a procedure to activate the Winchester Fire and Rescue (WFRD) Tactical Emergency Medical Operator (TEMO) team during special operation requests from the Winchester Police SWAT team. These steps are necessary due to the memorandum of understanding as agreed upon by both departments.

ACTIVATION AUTHORIZATION

The TEMO team may be authorized for activation by any of the following:

- Winchester Police Department SWAT team leader or his/her designee
- TEMO Team Leader
- WFRD Battalion Officer or above

NOTIFICATION AND RESPONSE

The goal for response by the TEMO team is to have two (2) TEMO personnel on all callouts. As a last resort the team can deploy with only one (1) team member. The following response criteria shall be followed for activation of TEMO personnel. Response procedures are:

- Upon notification, the Winchester Emergency Communications Center (ECC) shall initiate the TEMO member page.
- ECC shall generate a WFRD incident in the Winchester CAD system when it is confirmed that TEMO member(s) are responding and log all member responses/non-responses on the "TEMO Confirmation Sheet".
- ALL TEMO Operators are to immediately respond to the notification page from ECC within ten (10) minutes to give their respond/no-respond status by using (540) 662-1111. No other information shall be asked or given to the TEMO members unless it is in regard to a staging location.

- ECC shall call the TEMO team leader or his/her designee if there are no TEMO members responding to the incident.” This shall be completed within ten (10) minutes after the notification page has been sent.
- It is each team member’s responsibility to respond to all incidents. Response failure will be reviewed by the TEMO Team Leader and the WFRD command officers.

RECORD AND COORDINATION OF TEAM MEMBERS

- **IMMEDIATE RESPONSE CALLOUTS:** for callouts that require an immediate response; the Battalion Officer and the TEMO team leader or his/her designee will determine the personnel to respond. As a last resort, two (2) TEMO personnel can be coordinated to respond from the on duty shift, if available. The Battalion Officer shall backfill the remaining positions as necessary to maintain minimum staffing.
- **SCHEDULED CALLOUTS:** for callouts that are scheduled for TEMO personnel to respond beyond a one (1) hour window, off duty TEMO personnel shall call in to the ECC to announce their response. The TEMO team leader or his/her designee shall make contact with the Battalion Officer to ensure the request has been filled. If needed, on duty TEMO personnel can be assigned this task only as a last resort.
- The Battalion Officer shall be mindful of incidents that extend beyond the 0700 timeframe for the potential of scheduled personnel not reporting for normal duty. Arrangements shall be made to back fill these positions as necessary.
- The responding team will arrive at least 30 minutes prior to the callout designated time, when possible, and secure all equipment needed for the callout. (Aid bags, radios and AED)
- The TEMO team will report to the SWAT team leader and advise of their status and attend the pre-incident briefing.
- TEMO personnel shall notify the TEMO Team Leader when they will out of the area for extended periods of time (i.e. annual leave, illnesses) and are not available to respond to incidents.
- Any changes to a TEMO member’s primary contact information shall be forwarded to the Team Leader as soon as possible. This includes phone number and cell phone carrier changes.
- Upon completion of the incident, the TEMO Team Leader and his/her designee shall request a copy of the “TEMO Confirmation Sheet” from ECC. This log shall be recorded with the TEMO incident report for future reference.