



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



Section: Operations	SOP: 7.12
Subject: Apparatus Status and Shift Information	Executed: January 1, 2006 February 1, 2011 February 4, 2011 Revised: March 8, 2011 April 11, 2011 April 14, 2016 (moved from SOP 6.3)
Approved:  Scott Cullers, Fire Chief	Revised:  Allen W. Baldwin, Fire Chief

SCOPE

To develop a procedure for station personnel to notify the Emergency Communications Center (ECC) of the status of Out of Service (OOS) apparatus and other pertinent information regarding the daily shift.

PURPOSE

Communication of apparatus and personnel availability is important to the smooth operations of the daily shift. This procedure gives a systematic approach to make this communication through the ECC.

SOP 6.3 “Accountability of Available Units” has been rescinded in its entirety. This SOP is a complete re-write from SOP 6.3 and moved to SOP Section 7 – Operations.

STATION PERSONNEL AND ECC RESPONSIBILITY

1. Between the hours of 0700 and 0715 hours each day, the Battalion Officer should contact each station to obtain the status of in-service apparatus, OOS apparatus due to mechanical, and any other pertinent information regarding the shift that could affect daily operations.
2. Station personnel shall then communicate with the ECC only OOS apparatus due to mechanical reasons. **NO** other apparatus assignments are necessary to be communicated.

3. The ECC shall make a morning general announcement (GA) each day by 0730 hours (or as soon as practical) and only announce the status of OOS apparatus due to mechanical reasons and any other pertinent information such as testing the evacuation tones, house alarms, etc. **NO** acknowledgment to the ECC by station personnel is necessary with the GA.
4. For apparatus that will be OOS for an extended period of time; the department will distribute an Informational Bulletin for this communication. The ECC does not have to announce this through the GA each day.
5. Station personnel shall update the ECC when OOS apparatus status changes.

APPARATUS AND STATUS CHANGES/REQUESTS

Before apparatus or other changes in the station status are made; station personnel shall contact the Battalion Officer to relay the changes necessary. Once approved by the Battalion Officer; personnel are to make contact with the ECC to make the appropriate status changes in CAD. 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. The 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. **Exception is when placing additional units into service due to high call volume.**
3. When apparatus goes out of service for mechanical reasons. Replacement apparatus shall be conveyed to the ECC for updates in the CAD system (i.e. Medic 1-2 running as Medic 5-1)
4. All requests for station staff reassignments.
5. Requests for unit changes that may affect the minimum service delivery of the department.
6. The Battalion Officer shall be notified when ride-a-long personnel are in the station.

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