Bath Township Fire Department			Standard Operating Guideline	
Section **Communications**	**Referral No.** **C-04**	**Subject:** **Notification Procedure - Alerting Personnel**	**Date Issued** **11/03**	**Date Revised** **11/13**

Purpose:

- To provide guidelines for the proper procedure to alert Firefighters, EMS personnel, or both to an incident.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Dispatcher/Allen County 9-1-1 Operator/Communication Division
  - All dispatchers will ensure that personnel are alerted properly and in a timely fashion.
  - The dispatcher will provide directions when requested as well as other information that is deemed necessary.
  - The dispatcher will use a calm, courteous, and understandable tone of voice.
- Officer
  - All officers will ensure that personnel respond properly.
  - Officers may change the response assignment as needed.
    - The IC will request additional resources where needed.
- Personnel
  - All personnel have the responsibility of responding appropriately and in a safe manner.
  - All personnel will respond only as directed.
    - If possible, personnel will call the dispatcher via two-way radio or cell phone and advise him of their response status.

Guidelines:

- **Safety is always our first priority.**
- When dispatched to either a Fire or EMS incident, the dispatcher will activate the tone.
- Once the tone has sounded, the dispatcher will alert firefighters, EMS or both groups depending on the nature of the incident.
- Example:
  - **EMS incident:** "Attention Bath Twp. Fire Dept.; respond to 1234 Reservoir Road, cross of Fenway Drive, in reference to chest pain."
  - **Fire / EMS incident:** "Attention Bath Fire Dept; respond to 1234 Reservoir Road, cross of Fenway Drive, in reference to smoke in the structure."

- The address, cross-reference, and brief nature of call will be given along with the time of call.
- If no response within 2 minutes, a second set of tones will be generated
- If adequate personnel do not respond 2 minutes after a second set of tones, mutual aid will be requested from the most appropriate agency.
    - For an EMS call, Lima-Allen County Paramedics (LACP) shall be dispatched.
        - If LACP has no units available, MedCorp EMS shall be dispatched.

NOTE: Secondary EMS Incidents to ***Proctor and Gamble and Ford Motor Company – Lima Engine Plant*** shall be dispatched as indicated above. If the call is not acknowledged within **1 minute**, the call shall be forwarded to Lima-Allen County Paramedics (LACP) to handle.

Example: Medic 1306 is assigned to an EMS call and the second EMS incident is to P&G.