CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 4.16 – I AM RESPONDING - Operations **June 15, 2013**

1.0 PURPOSE

The purpose of this guideline is to explain the function of the new I AM RESPONDING feature in our system of responding to emergencies and other incidents.

1.1 SCOPE

This guideline is intended to give our Officers and Firefighters a better understanding of the I AM RESPONDING system and how we expect them to utilize it.

1.2 OVERVIEW

The intent of the I AM RESPONDING system is to accurately account for all Officers and Firefighters that are responding on individual Fire Incidents, ensuring appropriate Officers and Firefighters are responding on the call, and scene accountability. The system also allows better communications with firefighters (Drill calendar, upcoming events, apparatus out of service, etc.).

Each Officer/Firefighter has been assigned their own I AM RESPONDING computer account, which they should maintain. The Fire Chief and Deputy Chief have access to all accounts within the system. Once toned out by Fire Dispatch for a Fire Incident, Officers/ Firefighter shall one touch dial the I AM RESPONDING system, notifying it of their appropriate response. The system will automatically post their response on all eight I AM RESPONDING screens within the Fire Department.

There is a feature called Dispatch Information. Fire Dispatchers now have the ability to send the initial Incident Location, Incident Type and Company's Toned information to each display screen at each Station.

Example. Car Fire – 37 Meadow Street – Company's 1 and 3 toned.

I AM RESPONSING screens are located in Fire Dispatch, each Fire Station Apparatus Bay, Rescue 2 and in Car 1 and 2.

1.2 OPERATION

01. The I AM RESPONDING system should be utilized on every Fire Incident and at Training drill.

02. Firefighters should use their default response code for responding to the station under normal circumstance.

03. If they are responding direct, due to assigned response zone, they shall indicate it on the I AM RESPONDING system.

04. Prior to Firefighters responding with apparatus, they should check the I AM RESPONDING screen to see if any additional Officers/Firefighters are responding to the station to fill the crew. It will be at the Officers or senior firefighters discretion as to if the apparatus should wait or responded immediately. This is particularly important for 2nd and 3rd due pieces of apparatus, where increased firefighter staffing is paramount.

05. I AM RESPONDING CODES that will control what will appear in the Responding to column on your home page:

1 - Station 1	2 - Station 2
3 - Station 3	4 - Direct
5 - From Home	6 - From Home
7 – Unavailable	8 - Delayed
9 – CANCEL	Default - From Home

06. Each member can customize their own default responding to location, by selecting any of the above choices within the applicable field in their member profile.

07. Officers / Firefighters shall not utilize the I AM PRESPONDING system while actively operating a motor vehicle

08. It is understood that Carver Fire Officers / Firefighter may not always have their cell phone in their possession to communicate with the I AM RESPONDING system.