

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Daily Equipment & Station Staffing

Policy No. 1998-04

Adopted 12/28/98

Revised xx/xx/xx

Purpose: The purpose of this policy is to establish a standard procedure for establishing daily equipment and station staffing. Daily staffing is programmed into the Computer Aided Dispatch system for each day. Accurate staffing is critical for the efficient operations of unit dispatching, paging, incident reporting, Patient Care Reports, report downloads, personnel accountability, ETC.

Policy: It is the policy of the San Mateo County Fire Chiefs that all fire companies involved in joint operations follow the procedures for logging equipment staffing to the Computer Aided Dispatch system.

Background: Fire Net/Public Safety Communications Operations
Policy/Procedure #004

Procedures:

Each Department is required to advise Public Safety Communications (PSC) of apparatus staffing including cross-staffed equipment. This information should include firefighters by name and equipment assignment. Agencies having access to CAD should make their own entries. Agencies with no CAD access should fax all information to Public Safety Communications at 650-369-4962 between 2000 and 2400 the day prior. PSC shall be notified of any changes by 0800 hrs and immediately upon any change throughout out the shift.

Public Safety Communications will enter personnel information upon receipt of the roster each day. If and when changes occur throughout the day, it will be the responsibility of the Battalion Chief or apparatus Captain to advise Public Safety Communications at the time the change goes into effect.