

## G-260

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### Daily Equipment & Station Staffing

#### G-260.1 PURPOSE & SCOPE

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

#### G-260.2 GUIDELINE

It is the guideline 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.

#### G-260.3 REFERENCES

None

#### G-260.4 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 by 0800 hours and any necessary changes throughout the shift