

Washington Township Fire Department Standard Operating Procedure

Division 600: Communications and Fire Alarms Office
Section 601: Radio and Telephone Communications
Subject 601.02: Alpha Pager Transmissions
Supersedes: SOP 601.01 (Alpha Pager Transmissions) Dated
October 20, 2000



Approved By:

Date: June 15, 2002

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PURPOSE:

To establish guidelines for the utilization of the Airsource Alpha Paging System.

RESPONSIBILITY:

It is the responsibility of all Fire Alarms Operators to understand when and what information should be entered in the alpha paging system. It is the responsibility of all fire department personnel issued pagers to monitor their pager unless they have notified the Fire Alarms Operator that they are unavailable.

Personnel assigned to a pager group, i.e., Chief's Group, EMS Group, etc., must remain actively assigned to that group unless removal from the group is authorized by the Chief or Deputy Chief. Written authorization for removal must be forwarded to the Fire Alarms Office for processing.

PROCEDURES:

The Airsource Alpha Paging System is divided into nine (9) user groups. The groups and illustrative messages are outlined below. The messages outlined are not meant to be an all-encompassing list. Other messages may be sent as needs dictate.

Chief's Group – Chief, Deputy Chief and Fire Marshal

Commander's Group – Shift Commanders, Volunteer Fire and EMS Captains

Unusual Occurrences Group – Chief, Deputy Chief, Fire Marshal, Shift Commanders, Volunteer Fire and EMS Captains

- Personal injury to any employee while on duty or representing the township.
- Fire or Emergency Medical Services incident involving the Township Administrator or any Township Elected Official.
- Vehicle accident involving township vehicle or a fire department employee's vehicle while on official township business.
- Major incidents, i.e., natural gas leak at Bethany Lutheran Village, civilian fire death or injury, overturned tanker, airplane crash, homicides, stabbings, shootings, other serious acts of violence, police stand-offs, etc.

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- Mutual aid responses where the township has received or provided two (2) or more pieces of apparatus.

- Any mass casualty involving five (5) or more victims.

EMS Group – Emergency Medical Services Officers

Investigator's Group – Chief, Deputy Chief, Fire Marshal, and Designated Investigators

- Any request for an investigator after normal business hours.

Schedule Change Group – Shift Commanders and Career Lieutenants

Weather Alert Group – Chief, Deputy Chief, Fire Marshal, Shift Commanders, Volunteer Fire and EMS Captains, Fire Department Public Information Officer, Volunteers by Choice and Public Works

- Weather emergencies, watches or warnings issued or received by a reliable source such as the National Weather Service, Law Enforcement or the news media.

Information Update Group – Chief, Deputy Chief, Fire Marshal, Shift Commanders, Volunteer Fire and EMS Captains and Volunteers by Choice

- “Working” situations such as structure fires, serious outdoor fires, HazMat incidents involving three (3) or more apparatus, trench collapse, weapons of mass destruction or confined space emergencies.
- Apparatus “out of service” due to mechanical problems overnight or over the weekend or due to a lack of staffing after normal business hours.
- Apparatus “in service” after normal business hours.
- Utility interruptions including natural gas, water and electricity over an extended area.
- Special team notification such as Hazardous Materials, Urban Search and Rescue, Rope, Extrication, etc.
- Special apparatus responses involving Haz/Mat 44, Air 42 or Tanker 45.
- Apparatus status update provided at 0600 hours, Monday through Friday only, 1200 and 1800 hours daily.

Public Works' Group – Designated Public Works Personnel

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Required page notifications should be made as soon as practical once a qualifying event has been confirmed. Notification of the department's Public Information Officer or Township Administrator will be made at the direction of the Chief, Deputy Chief, Fire Marshal or incident commander.

The following situations, as outlined above, require follow-up by telephone between 2200 and 0700 hours, to the Chief, Deputy Chief and Fire Marshal, once the appropriate paging user group notification has been made.

- "Working" situations
- Fire or EMS incident involving Township Officials
- Personnel injury to a township employee
- Vehicle accidents
- Weather emergencies or "warnings" only. No telephone follow-up call is required for weather "watches".
- Major incidents
- Mutual Aid responses
- Mass Casualty situations

Volunteers desiring to be assigned to an alpha paging user group must meet the following conditions:

- Provide their own alpha/numeric pager
- Obtain written authorization from the Chief or Deputy Chief indicating the user group assignment
- Provide the written authorization to the Fire Alarms Office along with the pager's telephone and PIN numbers for processing.