

Washington Township Fire Department Standard Operating Procedure

Division 600: Communications & Fire Alarm Office
Section 604: Other Emergencies
Subject 604.01 Incident Management Team Request Fulfillment
Supersedes: Memorandum of 10/22/04



Approved By:

Date: May 31, 2005

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PURPOSE:

To provide a system to notify or dispatch Incident Management Team (IMT) members from throughout the region, pursuant to the established regional guidelines.

RESPONSIBILITY:

Fire Alarm Operators (FAO) will receive requests and make notifications for members of the IMT to be dispatched or received from or to Washington Township. Officers shall be operationally familiar with this procedure and refresh themselves as necessary to implement the effectiveness of this policy. Only those officers trained to perform in the IMT environment are to respond to this notification.

PROCEDURES:

During extraordinary, catastrophic, or special circumstances, additional command/chief officer level personnel may be requested at an emergency incident to help fulfill the necessary tasks of commanding and operating such an incident scene. Through the Miami Valley Fire/EMS Alliance, a formal arrangement has been established to provide for emergency notification of trained personnel.

To request IMT members, the FAO shall:

- Call the Englewood Dispatch Center (937-836-2678)
- Advise the Dispatch Center which Zone is being requested (four zones exist; North, South, East & West with Washington Township being in the South Zone)
- Advise the Dispatch Center how many team members are being requested (this number will have been provided by the Incident Commander)
- Advise the Dispatch Center of the location of where the IMT members are to report
- Advise the Dispatch Center of a call back telephone number

To fulfill a request to provide IMT members outside Washington Township, the Englewood Dispatch Center will contact individuals by alpha-numeric pager. It is possible team members may be contacted by telephone.

References:

Miami Valley Fire/EMS Alliance
Incident Management Team Request