

APPENDIX E – SUPPLEMENTAL INFORMATION

APPENDIX E, PART 2**DISPATCH PROTOCOL FOR FIRES
2006**

1. Gather information about the **FIRE (Initial)**:
 - Location.
 - Type (Structure, Wildland, Vehicle)
 - Name and Phone Number of the Reporting Party. **(911 call)**

2. Notify **WOODACRE**: 415-499-6717. Coordinate as to what equipment etc. is being dispatched. They will become the ordering point for both Initial Attack and Extended Attack fires.

3. Radio Notification of **FIRE AND LAW ENFORCEMENT PERSONNEL**:
 - **Three tones** followed by “**Wildland, Structure/ Vehicle Fire reported in the vicinity of _____.**” (Include any other available information). “**The following units respond.**”
 - **LEO units.**
 - **Engine(s) with staffing level.**
 - **Duty Officer.**

 - After two minutes, re-contact dispatched units. “**The Following Units Responding to _____, acknowledge.**” “**First unit on-scene will be the _(name of the location)_ I.C.**”

 - **Two tones** followed by “Following Units responding to “**Wildland, Structure/ Vehicle can cancel and return. Following units acknowledge _(off the dispatch log).**”

 - **One tone** followed by “**All units responding to _____ additional information _____ (give details).**”

4. Contact **Roger Wong**: 415-464-5232 (work) and or **Jordan Reeser**: 415-464-5235 (work)
 xxx-xxx-xxxx (cell) xxx-xxx-xxxx (cell)

****Duty Officer Pager Number 415-227-2943**

5. Notify Park Superintendent/ Chief Ranger/ Chief of Resource Management.

6. Information needed from **QUALIFIED** fire personnel upon arrival. (First Unit On-Scene, Initial Attack I.C.) **Prompt them if this information is not relayed to you.**
 - Specific Fire Location. (address, etc.)
 - Fire Size (acres).
 - Fuel Type.
 - Fire Behavior (smoldering, creeping, running, torching, crowning)
 - Direction of Fire Spread.
 - Values at Risk. (structures, etc.)
 - Best **SAFE** Access to the Area.
 - Request for Resources. (Type and Quantity)
 - Special Hazards (i.e. Downed powerlines, aerial hazards, Haz. Mat., etc.)

Note: By this time a **QUALIFIED I.C.** should be on scene, have assumed command, and should have been identified. Dispatch will make it known to all incoming and on-scene personnel an I.C. has been established, and convey similar information whenever a new person assumes command. All radio traffic should be relayed through that identified person. The I.C. will use the fire name followed by “IC” . During the incident, keep records of personnel and equipment requests and locations. **It is the understanding that Woodacre will handle all fire incidents, but request a copy of the Dispatch Log of the incident for Park records. Once obtained, send a copy of it to the FMO.**

August 24, 2006

