SNOHOMISH REGIONAL FIRE & RESCUE

COMMISSIONER BOARD MEETING

SEPTEMBER 26, 2024

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA ZOOM

SNOHOMISH REGIONAL FIRE & RESCUE

WASHINGTON

SNOHOMISH REGIONAL FIRE & RESCUE

AGENDA

BOARD OF FIRE COMMISSIONERS MEETING AGENDA
SNOHOMISH REGIONAL FIRE & RESCUE
SRFR Station 31 Training Room / Via Zoom
163 Village Court, Monroe, WA 98272
September 26, 2024, 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	9/24/24	10/22/24	Yes
Finance Committee	Elmore	9/26/24	10/24/24	Yes
Sno911	Waugh	9/19/24	10/17/24	Yes
Sno-Isle Commissioners	Fay	9/5/24	10/3/24	No
Leadership Meeting	Schaub	4/24/24	10/23/24	No
Policy Committee	Schaub	9/12/24	10/10/24	No

COMMITTEE MEETING MINUTES
Policy Committee – September 12, 2024

CONSENT AGENDA
Approval of Vouchers
Benefits Vouchers: 24-02277 to 24-02286; ($780,838.85)
AP Vouchers: 24-02287 to 24-02320; ($179,016.37)
AP Vouchers: 24-02321 to 24-02415; ($559,310.69)

Approval of Payroll
September 13, 2024 ($1,641,342.86)

Approval of Minutes
Approve Regular Board Meeting Minutes September 12, 2024

SNOHOMISH REGIONAL FIRE & RESCUE

OLD BUSINESS
Discussion
Continuous Improvement: Wildland Deployment

Action
Policy Review
- Policy 615 Firefighter Health, Safety and Survival
- Policy 707 Communications Operations
- Policy 803 Patient Medical Record Security and Privacy

NEW BUSINESS
Discussion
Emergency Medical Services Snohomish County Initiative

Action

GOOD OF THE ORDER

ATTENDANCE CHECK
Regular Commissioner Meeting October 10, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION
RCW 42.30.110(1)(g): To Review the Performance of a Public Employee
RCW 42.30.140(4)(b): Labor Negotiations
RCW 42.30.110(1)(b): To Discuss the Purchase or Lease of Real Estate

ADJOURNMENT

SNOHOMISH REGIONAL FIRE & RESCUE

CHIEF'S REPORT

COMMISSIONER REPORTS

COMMITTEE MEETING MINUTES

Commissioner Policy Committee Meeting

September 12th, 2024 16:30

Members Present: Commissioner Schaub, Commissioner Fay, Commissioner Elmore

Staff Present: DC McConnell, Acting DFM Dahl (only able to attend full meeting due to training)

Meeting called to order: @16:30 Committee Chair Commissioner Schaub called the meeting to order.

Approval of Minutes: Commissioner Policy Committee meeting minutes 8/08/2024 were approved electronically, unanimously. Minutes were approved in the 8/22/2024 Board packet.

Discussion: Staff reported that Policies 1033, 1035, & 1036 are still in the review and consolidation process. Policy 202 Meals, Lodging, Travel, & Incidentals will be under Division Head Review starting 10/01.

Reviewed Policies:

- 609 National Incident Management System (NIMS) Training
  - Approved
- 912 Fire Station Safety
  - Approved
- 916 Hazardous Energy Control
  - Approved
- 1001 Performance Evaluations
  - Approved
- 1005 Career Advancement
  - Approved with additional clarification regarding collective bargaining agreements.
- 1037 Family Support Liaison
  - Approved

Next Meeting set for October 10th @ 16:30.

Meet adjournment @ 17:00

SNOHOMISH REGIONAL FIRE & RESCUE

CONSENT AGENDA

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/12/2024

Fund: Shop - Expense #050

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

_____   _____   _____

_____   _____   _____

_____

Voucher	Payee/Claimant	1099 Default	Amount
24-02277	DEPARTMENT OF RETIREMENT SYSTEMS		31,596.76
24-02278	DIMARTINO & ASSOCIATES		23,764.69
24-02279	FIRE 7 FOUNDATION		622.50
24-02280	HRA VEBA TRUST		64,496.58
24-02281	LEOFF TRUST		491,956.16
24-02282	MATRIX TRUST COMPANY		20,229.97
24-02283	TD AMERITRADE INSTITUTIONAL		388.50
24-02284	TRUSTEED PLANS SERVICE CORP		36,508.90
24-02285	VOYA INSTITUTIONAL TRUST CO		110,770.79
24-02286	WASHINGTON STATE SUPPORT REGISTRY		504.00

Page Total	780,838.85
Cumulative Total	780,838.85

Docket of Claims Register

Snohomish Regional Fire & Rescue, WA

APPKT01681 - 09.26.2024 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2220	ALERT-ALL CORPORATION	24-02287					557.76
	W39500	SRFR - Glow Bands (x500)	Invoice	09/05/2024	SRFR - Glow Bands (x500)	001-515-522-30-31-01	557.76
2106	AMAZON CAPITAL SERVICES, INC	24-02288					331.00
	14P7-QDLG-CLQN	Shop Tools	Invoice	09/11/2024	Shop Tools	050-511-522-60-48-01	175.24
	1MJ9-G4J4-GL9R	Shop Tools	Invoice	09/05/2024	Shop Tools	050-511-522-60-48-01	155.76
0094	CDW GOVERNMENT LLC	24-02289					1,716.14
	AA4EA9Q	Cisco Business 350 Series 350-48P-4X -	Invoice	08/30/2024	Cisco Business 350 Series 350-48P-4X -	001-513-522-10-35-00	1,716.14
0110	CITY OF MONROE	24-02290					755.39
	ADMIN-AUG24	Water, Stormwater & Sewer - Admin B	Invoice	09/04/2024	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02	385.25
						300-507-522-50-47-00	370.14
0110	CITY OF MONROE	24-02291					37.28
	ST31IRR-AUG24	Water (Irrigation Meter) - ST 31	Invoice	09/04/2024	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	37.28
0110	CITY OF MONROE	24-02292					165.29
	ST32-AUG24	Water & Stormwater - ST 32	Invoice	09/04/2024	Water & Stormwater - ST 32	001-507-522-50-47-02	165.29
0110	CITY OF MONROE	24-02293					937.28
	ST31-AUG24	Water, Stormwater & Sewer - ST 31	Invoice	09/04/2024	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	937.28
0125	COLUMBIA SOUTHERN UNIVERSI	24-02294					1,528.00
	339870081524	Jacobs - Tuition - EMS 2302 and EMS 3	Invoice	08/20/2024	Jacobs - Tuition - EMS 2302	001-506-522-45-49-10	764.00
					Jacobs - Tuition - EMS 3302	001-506-522-45-49-10	764.00
0459	CONWAY SHIELDS	24-02295					123.54
	0526599	4-2PP - 4' Passport Shields w/ 2 Panels	Invoice	08/28/2024	4-2PP - 4' Passport Shields w/ 2 Panels	001-504-522-20-31-10	123.54
0154	DELL MARKETING LP C/O DELL U	24-02296					1,794.74
	10768322918	Dell ultra sharp 34" and 49"	Invoice	08/27/2024	49" & 34" LCDs	001-513-522-10-35-00	1,794.74
1600	DIRECTV, LLC	24-02297					6.25
	050747001X240902	Cable/TV Services - ST 33	Invoice	09/12/2024	Cable/TV Services - ST 33	001-513-522-50-42-01	6.25
1875	ELECTRONIC BUSINESS MACHINE	24-02298					391.54
	AR284718	Copier Machine Usage - ST82	Invoice	08/21/2024	Copier Machine Usage - ST82	001-502-522-10-31-00	6.32
	AR284719	Copier Machine Usage - ST31	Invoice	08/21/2024	Copier Machine Usage - ST31 (2XK081	001-502-522-10-31-00	130.40
	AR284732	Copier Machine Usage - ST71	Invoice	08/21/2024	Copier Machine Usage - ST71	001-502-522-10-31-00	240.56
	AR284733	Copier Machine Usage - ST81	Invoice	08/21/2024	Copier Machine Usage - ST81	001-502-522-10-31-00	14.26
0258	HILL STREET CLEANERS	24-02299					126.90
	12077	Uniform Repairs, Alteratns & Name/Pa	Invoice	09/03/2024	Uniform Repairs, Alteratns & Name/Pa	001-504-522-20-31-07	126.90

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1878	IMS ALLIANCE	24-02300					17.10
	24-2236	Passport Name Tag (x6)	Invoice	08/21/2024	Passport Name Tag (x6)	001-504-522-20-31-01	17.10
0277	ISOUTSOURCE	24-02301					19,715.89
	CW299712	IT Services	Invoice	08/15/2024	IT Services	001-513-522-10-41-04	19,076.99
	CW300080	IT Services	Invoice	08/26/2024	IT Services	001-513-522-10-41-04	638.90
0349	L.N. CURTIS & SONS	24-02302					21,105.24
	INV854848	Hydro Testing 400 Bottles	Invoice	08/13/2024	Hydro Testing 400 Bottles	001-504-522-20-48-12	21,105.24
0387	MUNICIPAL EMERGENCY SERVIC	24-02303					11,096.60
	IN2101715	10 Seek FirePRO 300 Thermal Imager U	Invoice	08/14/2024	10 Seek FirePRO 300 Thermal Imager U	303-504-594-20-64-20	11,096.60
0424	NORTHWEST SAFETY CLEAN	24-02304					8,500.91
	24-46376	Bunker Gear Cleaning, Repairs & Altera	Invoice	08/23/2024	Bunker Gear Cleaning, Repairs & Altera	001-504-522-20-48-11	2,405.85
	24-46377	Bunker Gear Cleaning, Repairs & Altera	Invoice	08/23/2024	Bunker Gear Cleaning, Repairs & Altera	001-504-522-20-48-11	2,781.77
	24-46378	Bunker Gear Cleaning, Repairs & Altera	Invoice	08/23/2024	Bunker Gear Cleaning, Repairs & Altera	001-504-522-20-48-11	3,313.29
2332	OTTO ROSENAU & ASSOCIATES,	24-02305					1,279.00
	90535	Professional Services(Fire,Cncrt,Struct	Invoice	08/21/2024	Professional Services(Fire,Cncrt,Struct	300-507-594-50-62-83	1,279.00
1533	REHN & ASSOCIATES	24-02306					112.00
	INV-00204130	COBRA Rights Notice Letter (Retiremnt	Invoice	08/31/2024	COBRA Rights Notice Letter (Retiremnt	001-502-522-10-41-01	112.00
2420	RENEWAL REMODELLING AND R	24-02307					15,355.27
	1147	Project Deck Repair/Replace - ST71	Invoice	08/21/2024	Project Deck Repair/Replace - ST71	300-507-594-50-62-71	15,355.27
1662	RIDGID PLUMBING AND DRAIN S	24-02308					492.30
	5651	Snaked Laundry Drain Line x2 & Tested	Invoice	08/22/2024	Snaked Laundry Drain Line x2 & Tested	001-507-522-50-48-00	492.30
1776	SEATTLE CITY LIGHT	24-02309					34.24
	PMAPT-JULAUG24	Electricity - Paramedic Students Apartr	Invoice	09/03/2024	Electricity - Paramedic Students Apartr	001-506-522-45-49-37	34.24
0520	SNOHOMISH COUNTY FIRE DISTF	24-02310					48,675.00
	1166	Recruit Class 24-02 Fire Academy (1st I	Invoice	09/12/2024	Recruit Class 24-02 Fire Academy (1st I	001-506-522-45-49-23	48,675.00
0567	SNURE LAW OFFICE, PSC	24-02311					3,280.00
	AUG2024-2	Monthly Attorney Services (August 202	Invoice	09/03/2024	Monthly Attorney Services (August 202	001-512-522-10-41-03	3,280.00
2379	SRFR - PETTY CASH	24-02312					12,910.21
	0-084-187-287	DOL Driving Record Request	Invoice	04/05/2024	DOL Driving Record Request	001-503-522-10-49-06	15.00
	0-088-939-300	DOL Driving Record Request	Invoice	07/25/2024	DOL Driving Record Request	001-503-522-10-49-06	15.00
	0-089-994-628	DOL Driving Record Request	Invoice	08/20/2024	DOL Driving Record Request	001-503-522-10-49-06	15.00
	0-090-386-384	DOL Driving Record Request (x12)	Invoice	08/29/2024	DOL Driving Record Request (x12)	001-503-522-10-49-06	180.00
	2002	LithoCraft: Fall 2024 Newsletter Mailin	Invoice	09/12/2024	LithoCraft: Fall 2024 Newsletter Mailin	001-515-522-30-42-01	12,685.21
2415	SUPERIOR SEPTIC SERVICE, LLC	24-02313					961.12
	19594479	Pumped 100gl Tank + 200gl from 750 I	Invoice	08/16/2024	Pumped 100gl Tank + 200gl from 750 I	001-507-522-50-48-00	961.12
1645	TELEFLEX, LLC	24-02314					677.50
	9508869077	Medical Supplies ('EZ-IO' Needle & Sta	Invoice	08/26/2024	Medical Supplies ('EZ-IO' Needle & Sta	001-509-522-30-31-01	677.50

Docket of Claims Register

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
2430	TITAN ARMOR SOLUTIONS INC.	24-02315					4,015.20
	0274	Ballistic Plates	Invoice	08/15/2024	24 Item# 4s17m-MC-SC-1012	303-504-594-20-64-16	4,015.20
2221	ULINE, INC	24-02316					7,186.14
	182740905	Furniture Order for the DC Office	Invoice	09/06/2024	All-Mesh Task Chair	001-507-522-50-35-00	1,275.00
					Downtown Adjustable Height L-Desk 7	001-507-522-50-35-00	5,221.14
					Downtown mobile 3 drawer pedestal f	001-507-522-50-35-00	690.00
2274	WALDORF UNIVERSITY	24-02317					1,782.00
	24-0137	Stavros - Tuition - HUM1020 and HUM	Invoice	09/11/2024	Stavros - Tuition - HUM1000	001-506-522-45-49-10	891.00
					Stavros - Tuition - HUM1020	001-506-522-45-49-10	891.00
0643	WASHINGTON STATE DEPARTME	24-02318					4,948.13
	18024255	Wildland BKR Radios and Antennas	Invoice	08/23/2024	Wildland BKR Radios and Antennas	001-514-522-20-35-01	4,948.13
0651	WAVE	24-02319					901.60
	029266301-0011023	Fiber Optic Connection - ST 72	Invoice	09/01/2024	Fiber Optic Connection - ST 72	001-513-522-50-42-01	901.60
0651	WAVE	24-02320					7,499.81
	132631801-0011023	Fiber Optic Connection - County (Rock	Invoice	09/01/2024	Fiber Optic Connection & Cable/TV Se	001-513-522-50-42-01	7,499.81

Total Claims: 34   **Total Payment Amount:**   **179,016.37**

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/16/2024

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

_____   _____   _____

_____   _____   _____

_____

Voucher	Payee/Claimant	1099 Default	Amount
24-02287	ALERT-ALL CORPORATION		557.76
24-02288	AMAZON CAPITAL SERVICES, INC		331.00
24-02289	CDW GOVERNMENT LLC		1,716.14
24-02290	CITY OF MONROE		755.39
24-02291	CITY OF MONROE		37.28
24-02292	CITY OF MONROE		165.29
24-02293	CITY OF MONROE		937.28
24-02294	COLUMBIA SOUTHERN UNIVERSITY		1,528.00
24-02295	CONWAY SHIELDS		123.54
24-02296	DELL MARKETING LP C/O DELL USA LP		1,794.74
24-02297	DIRECTV, LLC		6.25
24-02298	ELECTRONIC BUSINESS MACHINES		391.54
24-02299	HILL STREET CLEANERS		126.90
24-02300	IMS ALLIANCE		17.10
24-02301	ISOUTSOURCE		19,715.89
24-02302	L.N. CURTIS & SONS		21,105.24
24-02303	MUNICIPAL EMERGENCY SERVICES, INC.		11,096.60
24-02304	NORTHWEST SAFETY CLEAN		8,500.91
24-02305	OTTO ROSENAU & ASSOCIATES, INC.		1,279.00
24-02306	REHN & ASSOCIATES		112.00
24-02307	RENEWAL REMODELLING AND REPAIRS, LLC		15,355.27
24-02308	RIDGID PLUMBING AND DRAIN SERVICES LLC		492.30
24-02309	SEATTLE CITY LIGHT		34.24
24-02310	SNOHOMISH COUNTY FIRE DISTRICT #4		48,675.00
24-02311	SNURE LAW OFFICE, PSC		3,280.00
24-02312	SRFR - PETTY CASH		12,910.21
24-02313	SUPERIOR SEPTIC SERVICE, LLC		961.12
24-02314	TELEFLEX, LLC		677.50
24-02315	TITAN ARMOR SOLUTIONS INC.		4,015.20
24-02316	ULINE, INC		7,186.14
24-02317	WALDORF UNIVERSITY		1,782.00

		Page Total	165,666.83
		Cumulative Total	165,666.83

Snohomish Regional Fire and Rescue
Claims Voucher Summary

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

_____   _____   _____

_____   _____   _____

_____

Voucher	Payee/Claimant	1099 Default	Amount
24-02318	WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES		4,948.13
24-02319	WAVE		901.60
24-02320	WAVE		7,499.81

Page Total		13,349.54
Cumulative Total		179,016.37

Docket of Claims Register

Snohomish Regional Fire & Rescue, WA

APPKT01684 - 09.26.2024 Board Meeting ER

By Docket/Claim Number

Vendor # Vendor Name	Docket/Claim # Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2375	4IMPRINT, INC.	24-02321					309.58
	27993738	SRFR Heart Shaped Stress Ball (x200) C	Invoice	09/04/2024	SRFR Heart Shaped Stress Ball (x200) C	001-515-522-30-31-01	309.58
2438	911 SAFETY EQUIPMENT, LLC	24-02322					9,738.00
	64176	New Bunker Gear (New Recruits Pre-A	Invoice	08/12/2024	New Bunker Gear (New Recruits Pre-A	303-504-594-20-64-04	9,738.00
0005	AAA OF EVERETT FIRE EXTINGUIS	24-02323					988.61
	169225	Fire Extinguisher Yrly Inspctn/Maint. !	Invoice	08/27/2024	Fire Extinguisher Yrly Inspctn/Maint. !	001-507-522-50-41-00	526.15
	169399	Fire Extinguisher Yrly Inspctn/Maint. !	Invoice	09/13/2024	Fire Extinguisher Yrly Inspctn/Maint. !	001-507-522-50-41-00	462.46
0012	ACROSS THE STREET PRODUCTIC	24-02324					770.00
	26185	Blue Card Online Training Rnwl (Rozelle	Invoice	09/05/2024	Blue Card Online Training Rnwl (Rozelle	001-506-522-45-49-02	385.00
	26289	Blue Card Online Training (Bryan Kerr)	Invoice	09/20/2024	Blue Card Online Training (Bryan Kerr)	001-506-522-45-49-02	385.00
1861	ADAM PERRON	24-02325					220.00
	INV12094	Station Boot Reimbursement	Invoice	09/14/2024	Station Boot Reimbursement	001-504-522-20-31-07	220.00
1801	ALEXANDER FATKIN	24-02326					764.00
	INV12079	Tuition Reimbursement (FIR2302) CSU	Invoice	08/26/2024	Tuition Reimbursement (FIR2302) CSU	001-506-522-45-49-10	764.00
0028	ALL BATTERY SALES AND SERVICI	24-02327					132.96
	300-10147472	Shop Supplies	Invoice	08/22/2024	Shop Supplies	050-511-522-60-31-05	132.96

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	24-02328					2,820.69
	119C-L7TQ-NGTH	Car Windshield Sun Shade (x5) - Chapla	Invoice	09/15/2024	Car Windshield Sun Shade (x5) - Chapla	001-504-522-20-35-00	135.74
	11FR-MDYF-FVCT	Fire Extinguisher Gauges 20pk - Logisti	Invoice	08/26/2024	Fire Extinguisher Gauges 20pk - Logisti	001-507-522-50-35-00	210.30
	11JC-D7K1-9FTP	Telescoping Step Ladder Stool - Logistic	Invoice	09/10/2024	Telescoping Step Ladder Stool - Logistic	001-507-522-50-35-00	137.02
	13QQ-17P4-3R3C	SureGuard Twin XL Mattress Protector	Invoice	09/16/2024	SureGuard Twin XL Mattress Protector	001-507-522-50-31-00	70.28
	14WL-764X-JDDC	Utility Mens Shoes (T.Cheetham - Retu	Credit Memo	08/31/2024	Utility Mens Shoes (T.Cheetham - Retu	001-504-522-20-31-07	-129.43
	161Y-77QD-6Y4D	HP LaserJet Pro Printer & Toner - AP Pa	Invoice	08/22/2024	HP LaserJet Pro Printer - AP	001-513-522-10-35-00	218.75
					HP LaserJet Pro Printer Toner Cartridge	001-502-522-10-31-00	128.97
	16LY-WNVM-9LPR	Fitness Cables (Pull Down) - ST 72	Invoice	09/05/2024	Fitness Cables (Pull Down) - ST 72	001-510-522-20-35-01	81.99
	16M6-CQJ9-36J4	Shop Parts	Invoice	09/10/2024	Shop Parts	050-511-522-60-34-01	142.20
	1D4C-YPXJ-DCG	REP Fitness Sandbag 25-75lbs - Exercis	Invoice	09/04/2024	REP Fitness Sandbag 25-75lbs - Exercis	001-506-522-45-31-03	77.68
	1DNG-49XY-1VKY	BIC Multi-purpose Lighter 4pk - ST31	Invoice	09/11/2024	BIC Multi-purpose Lighter 4pk - ST31	001-507-522-50-31-00	14.57
	1FTH-6JVK-9MT4	Shop Tools	Invoice	09/12/2024	Shop Tools	050-511-522-60-35-00	266.94
	1H3V-Q3XL-QYCV	Lighting Cable iPhone Charger 3pk - Tra	Credit Memo	09/01/2024	Lighting Cable iPhone Charger 3pk - Tra	001-513-522-10-35-00	-10.78
	1H9R-FN1X-DVD9	Phiips Flourescent Tube Bulbs (x4) - ST	Invoice	08/22/2024	Phiips Flourescent Tube Bulbs (x4) - ST	001-507-522-50-31-00	62.20
	1HQR-DCXW-1CC3	Colored Clip Boards 6pk - Training Divis	Invoice	09/03/2024	Colored Clip Boards 6pk - Training Divis	001-506-522-45-31-03	11.80
	1J4K-7TTW-FG9T	Dremel Rotary Engraver Tool - Logistics	Invoice	08/22/2024	Dremel Rotary Engraver Tool - Logistics	001-507-522-50-35-00	26.05
	1K1Y-PQ6R-FCQ4	USB-C 6ft 2pk iPhone Charger (x4) - Tra	Invoice	09/05/2024	USB-C 6ft 2pk iPhone Charger (x4) - Tra	001-513-522-10-35-00	38.80
	1KHX-VLL7-99Q6	2.0 Desktop USB Audio Speakers - Train	Invoice	09/11/2024	2.0 Desktop USB Audio Speakers - Train	001-513-522-10-35-00	37.59
	1LGJ-WPM4-3CRM	Master Lock Outdoor w/ Smart Padloc	Credit Memo	09/16/2024	Master Lock Outdoor w/ Smart Padloc	001-506-522-45-35-00	-116.37
	1MGY-KVHG-D3H7	T5 Flourescent Tube Lights (x4) Refund	Credit Memo	09/13/2024	T5 Flourescent Tube Lights (x4) Refund	001-507-522-50-31-00	-62.20
	1NQY-RVJ3-41MC	Shower Mats x2,Bathrm Rugs x2,Door	Invoice	09/16/2024	Shower Mats x2,Bathrm Rugs x2,Door	001-507-522-50-31-00	123.91
	1PPM-JGYM-GLVL	Carhartt Mens Canvas Fleece Shirt (x3)	Invoice	08/26/2024	Carhartt Mens Canvas Fleece Shirt (x3)	001-506-522-45-31-03	258.93
	1PXG-NKH1-7GG1	Black Magic Tire Shine 2pk (x3) - ST 31	Invoice	09/01/2024	Black Magic Tire Shine 2pk (x3) - ST 31	001-507-522-50-31-00	49.62
	1Q1N-HYKX-DRFX	T5 Flourescent Bulb (x4) - ST 77	Invoice	09/13/2024	T5 Flourescent Bulb (x4) - ST 77	001-507-522-50-31-00	60.72
	1QP4-KQ4K-4Q3J	Phone Accessories - Shop	Invoice	09/11/2024	Phone Accessories - Shop	050-511-522-60-42-00	100.78
	1RD9-GWWK-GJM6	Carhartt Mens Fleeced Jacket (x2) - Tra	Invoice	09/05/2024	Carhartt Mens Fleeced Jacket (x2) - Tra	001-506-522-45-31-03	172.62
	1RJ1-YT9Q-97JY	USB-C 2pk iPhone Charger - Training	Invoice	09/10/2024	USB-C 2pk iPhone Charger - Training	001-506-522-45-35-00	10.77
	1RTH-LMCQ-6MDW	Tipped Reciprocating Saw Blade (x3)	Invoice	09/12/2024	Tipped Reciprocating Saw Blade (x3)	001-504-522-20-31-01	470.72
	1TFP-GNMW-61Y9	BBQ Grill Brush & Scraper (x2) - ST77	Invoice	09/09/2024	BBQ Grill Brush & Scraper (x2) - ST77	001-507-522-50-31-00	36.62
	1VXD-GN9X-1YVN	Brass Swivel Snap Hooks (x3) (Ladder F	Invoice	09/03/2024	Brass Swivel Snap Hooks (x3) (Ladder F	001-504-522-20-35-00	61.35
	1W9X-CCKV-67T6	Ethernet Cable24pk (x2) - IT Division	Invoice	09/11/2024	Ethernet Cable24pk (x2) - IT Division	001-513-522-10-35-00	108.81
	1X13-1L34-9N9W	PickUp Truck Tool Box Mount Clamps x	Invoice	08/22/2024	PickUp Truck Tool Box Mount Clamps x	001-506-522-45-35-00	23.74
0036	ANDGAR MECHANICAL LLC	24-02329					3,904.90
	19232	HVAC Srvc Call (Cracked Heater Exchan	Invoice	08/30/2024	HVAC Srvc Call (Cracked Heater Exchan	001-507-522-50-48-00	917.15
	19233	HVAC Srvc Call (Coil Frozen/No AC) - ST	Invoice	08/30/2024	HVAC Srvc Call (Coil Frozen/No AC) - ST	001-507-522-50-48-00	2,987.75
1971	B&H FIRE AND SECURITY	24-02330					295.38
	6807	Fire Alarm Monitoring (Oct/Nov/Dec 2	Invoice	09/12/2024	Fire Alarm Monitoring (Oct/Nov/Dec 2	001-507-522-50-41-00	147.69
	6808	Fire Alarm Monitoring (Oct/Nov/Dec 2	Invoice	09/12/2024	Fire Alarm Monitoring (Oct/Nov/Dec 2	001-507-522-50-41-00	147.69

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Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
0065	BOUND TREE MEDICAL, LLC	24-02331					13,105.98
	85455443	Medications & Medical Supplies	Invoice	08/19/2024	Medications & Medical Supplies	001-509-522-30-31-01	2,316.23
	85455444	Medications & Medical Supplies	Invoice	08/19/2024	Medications & Medical Supplies	001-509-522-30-31-01	963.96
	85457485	Medications & Medical Supplies	Invoice	08/20/2024	Medications & Medical Supplies	001-509-522-30-31-01	289.99
	85457486	Medications	Invoice	08/20/2024	Medications	001-509-522-30-31-01	249.99
	85457487	Medical Supplies & Medical Sm.Tools/I	Invoice	08/20/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	488.49
					Medical Supplies	001-509-522-30-31-01	1,596.65
	85459309	Medical Supplies	Invoice	08/21/2024	Medical Supplies	001-509-522-30-31-01	382.63
	85460882	Medical Supplies	Invoice	08/23/2024	Medical Supplies	001-509-522-30-31-01	211.78
	85460883	Medical Supplies	Invoice	08/23/2024	Medical Supplies	001-509-522-30-31-01	443.34
	85463769	Medications & Medical Supplies	Invoice	08/26/2024	Medications & Medical Supplies	001-509-522-30-31-01	2,966.26
	85465563	Medications & Medical Supplies	Invoice	08/27/2024	Medications & Medical Supplies	001-509-522-30-31-01	3,196.66
2206	BUTTERFLY NETWORK, INC.	24-02332					214.73
	INV-BF-184971	'ButterFly' Pro Custom (1 Add - On)	Invoice	08/17/2024	'ButterFly' Pro Custom (1 Add - On)	001-509-522-20-49-04	214.73
0083	CAMILLE TABOR	24-02333					142.50
	INV12097	Per Diem Reimbursmnt (2024 WFOA A	Invoice	09/23/2024	Per Diem Reimbursmnt (2024 WFOA A	001-503-522-10-43-00	142.50
1913	CANON FINANCIAL SERVICES INC	24-02334					1,769.58
	35128065	Copier Machine Lease - ST82, Admin C	Invoice	09/12/2024	Copier Machine Lease - ST82, Admin C	001-512-591-22-70-00	443.39
	35190575	Copier Machine Lease - ST81	Invoice	09/12/2024	Copier Machine Lease (DX 529) - ST81	001-512-591-22-70-00	38.88
	35190576	Copier Machine Lease - ST31	Invoice	09/12/2024	Copier Machine Lease - ST31	001-512-591-22-70-00	329.53
	35190577	Copier Machine Lease - Admin Bldg (Cc	Invoice	09/12/2024	Copier Machine Lease - Admin Bldg (Cc	001-512-591-22-70-00	225.33
	35190803	Copier Machine Lease - Admin Bldg (Pc	Invoice	09/12/2024	Copier Machine Lease - Admin Bldg (Pc	001-512-591-22-70-00	296.60
	35190938	Copier Machine Lease - ST71	Invoice	09/12/2024	Copier Machine Lease - ST71	001-512-591-22-70-00	325.02
	35190939	Copier Machine Lease - Admin Bldg (Cc	Invoice	09/12/2024	Copier Machine Lease - Admin Bldg (Cc	001-512-591-22-70-00	38.91
	35191509	Copier Machine Lease - ST31	Invoice	09/12/2024	Copier Machine Lease - ST31	001-512-591-22-70-00	71.92
2217	CENTRAL WASHINGTON UNIVER	24-02335					4,478.13
	CW43780311-FALL 2024	Paramedic School Program Tuition (Fal	Invoice	09/06/2024	Paramedic School Program	001-506-522-45-49-37	4,478.13
0096	CENTRAL WELDING SUPPLY	24-02336					1,367.15
	0002161318	Oxygen Cylinder Rental (Inventory)	Invoice	08/31/2024	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	257.62
	0002162434	Oxygen Cylinder Rental (Inventory)	Invoice	08/31/2024	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	70.47
	0002165122	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	09/04/2024	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	164.40
	0002167564	Oxygen Cylinder Exchange/Re-Fill (x10	Invoice	09/09/2024	Oxygen Cylinder Exchange/Re-Fill (x10	001-509-522-20-45-00	410.98
	0002167565	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	09/09/2024	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	120.93
	0002169391	Oxygen Cylinder Exchange/Re-Fill (x8)	Invoice	09/20/2024	Oxygen Cylinder Exchange/Re-Fill (x8)	001-509-522-20-45-00	342.75
0099	CHAMPION BOLT & SUPPLY INC	24-02337					6.58
	785827	Shop Supplies	Invoice	09/13/2024	Shop Supplies	050-511-522-60-31-05	6.58
0101	CHINOOK LUMBER	24-02338					1,588.37
	2054616	Lumber Premium Furring Strip (RLB Tra	Invoice	09/03/2024	Lumber Premium Furring Strip (RLB Tra	001-506-522-45-31-03	283.59
	2055372	Lumber OSB Sheathing (RLB Training S	Invoice	09/05/2024	Lumber OSB Sheathing (RLB Training S	001-506-522-45-31-03	1,304.78

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0113	CLEARVIEW HARDWARE & FEED	24-02339					161.98
	B280648	Gallon of Egg White Paint x2	Invoice	08/10/2024	Gallon of Egg White Paint x2	001-507-522-50-48-00	83.45
	B282061	QRT Paint, Paint Brush x2, Wall/DPLX F	Invoice	07/24/2024	QRT Paint, Paint Brush x2, Wall/DPLX F	001-507-522-50-48-00	53.32
	C508266	9' Paint Roller, Tray x2, Knit Cover x2	Invoice	07/17/2024	9' Paint Roller, Tray x2, Knit Cover x2	001-507-522-50-48-00	25.21
0123	COLBY TITLAND	24-02340					310.50
	INV12085	Per Diem Reimb. (2024 Fire Rescue Int	Invoice	08/19/2024	Per Diem Reimb. (2024 Fire Rescue Int	001-506-522-45-43-00	310.50
1882	CONCENTRA MEDICAL CENTERS	24-02341					2,583.00
	84069425	Annual Employee Physicals (x2)	Invoice	08/08/2024	Annual Employee Physicals (x2)	001-510-522-20-41-06	2,583.00
1584	CROWN FIRE PROTECTION	24-02342					4,404.49
	20608	Annual Fire Sprinkler Inspection - ADM	Invoice	09/06/2024	Annual Fire Sprinkler Inspection - ADM	001-507-522-50-41-00	240.08
	20609	Annual Fire Sprinkler Inspection - ST31	Invoice	09/06/2024	Annual Fire Sprinkler Inspection - ST31	001-507-522-50-41-00	476.11
	20610	Annual Fire Sprinkler Inspection - ST32	Invoice	09/06/2024	Annual Fire Sprinkler Inspection - ST32	001-507-522-50-41-00	577.27
	20611	Annual Fire Sprinkler Inspection - ST33	Invoice	09/06/2024	Annual Fire Sprinkler Inspection - ST33	001-507-522-50-41-00	442.39
	20612	Annual Fire Sprinkler Inspection - ST73	Invoice	09/09/2024	Annual Fire Sprinkler Inspection - ST73	001-507-522-50-41-00	476.11
	20613	Annual Fire Sprinkler Inspection - ST74	Invoice	09/06/2024	Annual Fire Sprinkler Inspection - ST74	001-507-522-50-41-00	442.39
	20614	Annual Fire Sprinkler Inspection - ST77	Invoice	09/06/2024	Annual Fire Sprinkler Inspection - ST77	001-507-522-50-41-00	453.18
	20615	Annual Fire Sprinkler Inspection - ST82	Invoice	09/06/2024	Annual Fire Sprinkler Inspection - ST82	001-507-522-50-41-00	550.29
	20616	Repair/Maint. (Intstalled Faceplace Ga	Invoice	09/06/2024	Repair/Maint. (Intstalled Faceplace Ga	001-507-522-50-48-00	746.67
0300	DAVE JONKER	24-02343					60.43
	INV12086	Work Boot Insoles	Invoice	08/20/2024	Work Boot Insoles	050-511-522-60-31-01	60.43
0154	DELL MARKETING LP C/O DELL U	24-02344					48,415.47
	24-0155	15 Dell 7230 tablets	Invoice	09/11/2024	15 Dell 7230 tablets	303-509-594-20-64-11	48,415.47
1875	ELECTRONIC BUSINESS MACHINE	24-02345					298.07
	AR276853	Copier Machine Usage - ST81	Invoice	04/30/2024	Copier Machine Usage - ST81	001-502-522-10-31-00	3.01
	AR286767	Copier Machine Usage - Admin Bldg (C	Invoice	09/11/2024	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	295.06
0176	ELITE LOCK & SAFE	24-02346					92.99
	40841	DFM Office (Keys x10)	Invoice	09/10/2024	DFM Office (Keys x10)	001-507-522-50-35-00	92.99
1677	ESO SOLUTIONS, INC	24-02347					855.75
	ESO-149831	Medical Director Oversight/Umbrella A	Invoice	09/15/2024	Medical Director Oversight/Umbrella A	001-509-522-20-49-02	855.75
1642	EVERGREEN POWER SYSTEMS, IN	24-02348					4,153.40
	37051	Electrical Srvcs Call (Cord Tripp Breaker	Invoice	09/16/2024	Electrical Srvcs Call (Cord Tripp Breaker	001-507-522-50-48-00	830.68
	37054	Electical Srvcs Call (Repair/Reconnect (	Invoice	09/16/2024	Electical Srvcs Call (Repair/Reconnect (	001-507-522-50-48-00	415.34
	37055	Electrical Srvcs Call (Install Lamps) - ST	Invoice	09/16/2024	Electrical Srvcs Call (Install Lamps) - ST	001-507-522-50-48-00	2,907.38
2134	FIRE TECH	24-02349					450.00
	1659	IFSAC Fire Officer Class 1 Testing - J. Vir	Invoice	09/19/2024	IFSAC Fire Officer Class 1 Testing - J. Vir	001-506-522-45-49-05	450.00
0212	FIRSTWATCH	24-02350					635.00
	FW111787	FirstPass & FOAM Modules Monthly Su	Invoice	09/01/2024	FirstPass & FOAM Modules Monthly Su	001-509-522-20-49-02	635.00
0072	FITNESS EXPERTS	24-02351					136.75
	992024	Treadmill Repair (Cleaned & Lubed Bel	Invoice	09/09/2024	Treadmill Repair (Cleaned & Lubed Bel	001-510-522-20-48-00	136.75

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2103	FOWLER FIRE LLC	24-02352					990.00
	0044	Instructor Mileage Consumables (Sep :	Invoice	09/05/2024	Instructor Mileage Consumables (Sep :	001-506-522-45-31-03	180.00
	6905	Fire Service Instructor 1 Sept 17-20 20;	Invoice	09/01/2024	Fire Service Instructor 1 Sept 17-20 20;	001-506-522-45-49-02	405.00
	6919	Fire Service Instructor 1 Sept 17-20 22	Invoice	09/14/2024	Fire Service Instructor 1 Sept 17-20 22	001-506-522-45-49-02	405.00
0226	GALLS, LLC	24-02353					18,642.54
	028047912	Quarter Boots	Invoice	09/12/2024	Quarter Boots	001-504-522-20-31-07	134.71
	028898191	Blumenthal Name Heat Press (x2)	Invoice	08/27/2024	Blumenthal Name Heat Press (x2)	001-504-522-20-31-07	26.23
	028898271	Softshell Fleece Jacket	Invoice	08/27/2024	Softshell Fleece Jacket	001-504-522-20-31-07	98.86
	028910502	Tapering Jacket/Blazers (x2)	Invoice	08/28/2024	Tapering Jacket/Blazers (x2)	001-504-522-20-31-07	18.08
	028921904	Industrial Pants Nomex III (x3)	Credit Memo	08/28/2024	Industrial Pants Nomex III (x3)	001-504-522-20-31-07	-422.99
	028935524	Industrial Pants, Navy Cargo Pants	Invoice	08/30/2024	Industrial Pants, Navy Cargo Pants	001-504-522-20-31-07	362.94
	028959037	c	Invoice	09/03/2024	001-506-522-45-31-03	001-504-522-20-31-07	379.30
	028969315	Station Wear Pants	Invoice	09/03/2024	Station Wear Pants	001-504-522-20-31-07	108.31
	028970504	Firefighter Pants	Invoice	09/04/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	174.59
	028970505	S/S Chief Shirt	Invoice	09/04/2024	S/S Chief Shirt	001-504-522-20-31-07	141.93
	029011631	Leather Belt	Invoice	09/09/2024	Leather Belt	001-504-522-20-31-07	26.01
	029022459	Duty Boots	Invoice	09/09/2024	Duty Boots	001-504-522-20-31-07	198.87
	029023701	SRFR Navy Blue Station Wear Shirts (x4	Invoice	09/10/2024	SRFR Navy Blue Station Wear Shirts (x4	001-504-522-20-31-07	16,362.21
	029034652	Uniform Metal Badge (x2)	Invoice	09/10/2024	Uniform Metal Badge (x2)	001-504-522-20-31-07	251.40
	029047929	S/S Chief Shirt	Invoice	09/12/2024	S/S Chief Shirt	001-504-522-20-31-07	232.45
	029048706	L/S DAC Polyester-Cotton Class A Shirt	Invoice	09/12/2024	L/S DAC Polyester-Cotton Class A Shirt	001-504-522-20-31-07	43.45
	029060106	Cargo Pants (x2)	Invoice	09/13/2024	Cargo Pants (x2)	001-504-522-20-31-07	439.79
	029071296	L/S Polyester Command Shirt	Invoice	09/14/2024	L/S Polyester Command Shirt	001-504-522-20-31-07	66.40
0238	GRAINGER	24-02354					202.61
	9245138947	Station Operating Supplies	Invoice	09/01/2024	Station Operating Supplies	001-507-522-50-31-00	103.19
	9247242515	Station Operating Supplies	Invoice	09/12/2024	Station Operating Supplies	001-507-522-50-31-00	34.49
	9248177488	Station Operating Supplies	Invoice	09/13/2024	Station Operating Supplies	001-507-522-50-31-00	64.93
0252	HEALTHFORCE PARTNERS INC.	24-02355					17,280.00
	26713	Annual Employee & Pre-Employmnt/N	Invoice	08/31/2024	Annual Employee & Pre-Employmnt/N	001-510-522-20-41-06	17,280.00
1878	IMS ALLIANCE	24-02356					58.21
	24-2337	Passport Name Tag (x6)	Invoice	09/03/2024	Passport Name Tag (x6)	001-504-522-20-31-01	17.10
	24-2393	Passport Name Tag (x4)	Invoice	09/09/2024	Passport Name Tag (x4)	001-504-522-20-31-01	13.65
	24-2416	Passport Name Tag (x12)	Invoice	09/11/2024	Passport Name Tag (x12)	001-504-522-20-31-01	27.46
0271	INTERNATIONAL ASSOCIATION C	24-02357					5,832.50
	DUES-2024-25	Department Memebership Annual Due	Invoice	09/20/2024	Department Memebership Annual Due	001-502-522-10-49-01	5,832.50
0276	IRON MOUNTAIN INC	24-02358					939.40
	202909378	OffSite Server Data Storage Services (N	Invoice	08/31/2024	OffSite Server Data Storage Services (N	001-513-522-10-41-04	939.40
0277	ISOUTSOURCE	24-02359					24,909.61
	CW296668	IT Services	Invoice	06/15/2024	IT Services	001-513-522-10-41-04	12,395.31
	CW300293	IT Services	Invoice	08/31/2024	IT Services	001-513-522-10-41-04	134.00
	CW300603	IT Services	Invoice	08/31/2024	IT Services	001-513-522-10-41-04	12,380.30

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0283	JARROD SPENCE	24-02360					200.00
	INV12095	F350 Truck Canopy Reimbursement	Invoice	09/11/2024	F350 Truck Canopy Reimbursement	001-506-522-45-35-00	200.00
1545	JEFF DICKINSON	24-02361					111.87
	INV12081	Fuel Reimbursement (Wildland - 8/11/	Invoice	08/26/2024	Fuel Reimbursement (Wildland - 8/11/	001-514-522-20-43-01	111.87
2409	JEREMY JENSEN	24-02362					620.76
	INV12082	ASE Reimb. (A6,A9,G1,T1,T3,T4,T2R,T5	Invoice	08/26/2024	ASE Reimb. (A6,A9,G1,T1,T3,T4,T2R,T5	050-511-522-45-49-01	620.76
0312	KENNY'S TRUCK PARTS & REPAIR	24-02363					29.99
	74502	Shop Parts	Invoice	08/26/2024	Shop Parts	050-511-522-60-34-01	29.99
0313	KENT D. BRUCE CO., LLC	24-02364					5,078.21
	16269	Shop Parts	Invoice	07/23/2024	Shop Parts	050-511-522-60-34-01	4,059.90
	16608	Shop Parts	Invoice	09/10/2024	Shop Parts	050-511-522-60-34-01	1,018.31
2404	LAWSON PRODUCTS, INC.	24-02365					38.96
	9311806851	Shop Supplies	Invoice	08/29/2024	Shop Supplies	050-511-522-60-31-05	38.96
1835	LEAH SCHOOF	24-02366					236.50
	INV12098	Per Diem Reimb. (2024 CPSE Excellenc	Invoice	09/13/2024	Per Diem Reimb. (2024 CPSE Excellenc	001-516-522-30-43-00	236.50
1596	LEMAY MOBILE SHREDDING	24-02367					217.00
	4851317S185	OnSite Mobile Shredding Services - AD	Invoice	08/01/2024	OnSite Mobile Shredding Services - AD	001-502-522-10-41-01	54.00
	4855161S185	OnSite Mobile Shredding Services - ST	Invoice	09/01/2024	OnSite Mobile Shredding Services - ST	001-502-522-10-41-01	54.00
	4855162S185	OnSite Mobile Shredding Services - AD	Invoice	09/01/2024	OnSite Mobile Shredding Services - AD	001-502-522-10-41-01	55.00
	4855163S185	OnSite Mobile Shredding Services - ST	Invoice	09/01/2024	OnSite Mobile Shredding Services - ST	001-502-522-10-41-01	54.00
2038	LEXIPOL LLC	24-02368					1,724.96
	INVLEX11238915-2	Vendor Billed Incorrect Tax Amount (C	Invoice	08/01/2024	Vendor Billed Incorrect Tax Amount (C	001-504-522-20-31-07	1,724.96
0343	LIFE-ASSIST INC	24-02369					296.77
	1509712	Medical Supplies	Invoice	09/12/2024	Medical Supplies	001-509-522-30-31-01	287.37
	1510252	Medical Supplies	Invoice	09/16/2024	Medical Supplies	001-509-522-30-31-01	9.40
0352	LOWE'S	24-02370					1,171.58
	975973-NMOPEJ	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01	317.52
	979264-NIYCCY	DW 3-IN Crimped Cup Brush - Log Sup	Invoice	07/15/2024	DW 3-IN Crimped Cup Brush - Log Sup	001-507-522-50-35-00	44.13
	982357-NKIHJH	Electrical Plug (U1202 - Safety Trailer)	Invoice	07/24/2024	Electrical Plug (U1202 - Safety Trailer)	001-507-522-50-48-00	27.53
	985755-NICKLT	Shop Equipment	Invoice	07/09/2024	Shop Equipment	050-511-522-60-35-00	341.93
	991654-NHMDZM	Propane Tank Exchange (x7)	Invoice	07/03/2024	Propane Tank Exchange (x7)	001-507-522-50-47-03	159.90
	992947-NFEPFK	Shop Parts	Invoice	06/18/2024	Shop Parts	050-511-522-60-34-01	15.05
	997060-NIQTSA	Lumber 2x2 Training Door Prop - ST 31	Invoice	07/12/2024	Lumber 2x2 Training Door Prop - ST 31	001-506-522-45-31-03	44.64
	999264-NDCZJJ	Shop Tools	Invoice	06/04/2024	Shop Tools	050-511-522-60-35-00	220.88
1764	MARTIN PAIETTA	24-02371					365.75
	INV12080	Mileage Reimbursement (SRFR - Netwo	Invoice	08/21/2024	Mileage Reimbursement (SRFR - Netwo	001-513-522-10-43-00	30.81
	INV12084	Per Diem Reimb. (2024 Tyler Connect (	Invoice	08/21/2024	Per Diem Reimb. (2024 Tyler Connect (	001-513-522-10-43-00	334.94

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	Vendor Name	Docket/Claim #					Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
2436	MASON TIMM	24-02372					137.45
	INV12090	Fire & Emergency Services Training Tex	Invoice	08/06/2024	Fire & Emergency Services Training Tex	001-506-522-45-34-00	93.00
	INV12096	Snacks Training 9.18.24 (Bake Goods) F	Invoice	09/18/2024	Snacks Training 9.18.24 (Bake Goods) F	001-506-522-45-31-03	44.45
2348	MATTHEW J. BEECROFT	24-02373					4,000.00
	OCT2024	EMS Servcs Contract: Medcial Supervis	Invoice	10/01/2024	EMS Servcs Contract: Medcial Supervis	001-509-522-20-41-02	4,000.00
0371	MICHAEL MCCONNELL	24-02374					764.00
	INV12083	Tuition Reimburement (PSY 1301) CSU	Invoice	08/28/2024	Tuition Reimburement (PSY 1301) CSU	001-506-522-45-49-10	764.00
0379	MOBILE HEALTH RESOURCES	24-02375					1,173.90
	24640	Monthly EMS Patient Experience Surve	Invoice	08/31/2024	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,173.90
0387	MUNICIPAL EMERGENCY SERVIC	24-02376					855.77
	IN2099444	SCBA Flow Test (Repair/Maint/Evaluati	Invoice	08/09/2024	SCBA Flow Test (Repair/Maint/Evaluati	001-504-522-20-48-12	855.77
0424	NORTHWEST SAFETY CLEAN	24-02377					4,534.87
	24-46479	Bunker Gear Cleaning, Repairs & Altera	Invoice	09/13/2024	Bunker Gear Cleaning, Repairs & Altera	001-504-522-20-48-11	4,108.83
	24-46480	Bunker Gear Cleaning, Repairs & Altera	Invoice	09/13/2024	Bunker Gear Cleaning, Repairs & Altera	001-504-522-20-48-11	213.02
	24-46507	Bunker Gear Cleaning, Repairs & Altera	Invoice	09/18/2024	Bunker Gear Cleaning, Repairs & Altera	001-504-522-20-48-11	213.02
2333	OAC SERVICES, INC.	24-02378					33,544.40
	149434	Professional Services CM Labor - ST 83	Invoice	09/11/2024	Professional Services CM Labor - ST 31	300-507-594-50-62-31	9,069.40
					Professional Services CM Labor - ST 83	300-507-594-50-62-83	7,493.30
	149593	Professional Services CM Labor - ST81/	Invoice	09/17/2024	Professional Services CM Labor - ST32	300-507-594-50-62-32	11,134.70
					Professional Services CM Labor - ST81	300-507-594-50-62-81	5,847.00
2252	ODP BUSINESS SOLUTIONS, LLC	24-02379					907.23
	379064083001	Paper (x6), INK HP (x2) - ST74	Invoice	08/28/2024	Paper (x6), INK HP (x2) - ST74	001-502-522-10-31-00	465.01
	382338449001	Collapsible Cart, Wastebasket (x2)	Invoice	09/04/2024	Collapsible Cart, Wastebasket (x2)	001-502-522-10-35-00	34.83
	382427203001	3M Clip Monitor Mount - Front Desk	Invoice	09/04/2024	3M Clip Monitor Mount - Front Desk	001-502-522-10-35-00	12.71
	382430478001	Printing Paper (x2), HP Coated Paper -	Invoice	09/04/2024	Printing Paper (x2), HP Coated Paper -	001-502-522-10-31-00	193.51
	382433979001	HP Inkjet - Admin	Invoice	09/05/2024	HP Inkjet - Admin	001-502-522-10-31-00	94.07
	382433984001	HP Designjet Coated Paper Roll - ADMI	Invoice	09/04/2024	HP Designjet Coated Paper Roll - ADMI	001-502-522-10-31-00	107.10
0185	OPERATIVE IQ	24-02380					5,250.41
	62879	RFID Handheld Reader	Invoice	08/23/2024	RFID Handheld Reader	001-507-522-50-35-00	1,780.35
	63481	Operative IQ License/Maintenance Fee	Invoice	09/01/2024	Operative IQ License/Maintenance Fee	001-513-522-10-49-04	3,470.06
2332	OTTO ROSENAU & ASSOCIATES,	24-02381					3,427.00
	90317	Professional Service (Fire Insp.#23-085	Invoice	07/22/2024	Professional Service (Fire Insp.#23-085	300-507-594-50-62-83	465.00
	90735	Professional Services(Fire/Cncrt,Struct	Invoice	09/12/2024	Professional Services(Fire/Cncrt,Struct	300-507-594-50-62-83	2,962.00
0451	PACIFIC POWER BATTERIES	24-02382					323.82
	17150302	Shop Parts	Invoice	09/11/2024	Shop Parts	050-511-522-60-34-01	323.82
2367	PACIFICA LAW GROUP LLP	24-02383					1,472.50
	92680	Progressive Design Build Project - ST32	Invoice	09/12/2024	Progressive Design Build Project - ST32	001-512-522-10-41-03	1,472.50
2435	PATRICK SILER	24-02384					399.63
	INV12089	Wildland Boots Reimbursment	Invoice	08/19/2024	Wildland Boots Reimbursment	001-504-522-20-31-07	399.63

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0466	PETROCARD, INC.	24-02385					3,562.35
	C555195	OnSite Mobile Fueling Service - ST 71,	Invoice	09/10/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	875.34
						001-509-522-20-32-00	875.33
	C556339	OnSite Mobile Fueling Service - ST 71,	Invoice	09/13/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	905.84
						001-509-522-20-32-00	905.84
0483	PUGET SOUND ENERGY	24-02386					105.75
	ST81-AUGSEP24	Natural Gas - ST 81	Invoice	09/06/2024	Natural Gas - ST 81	001-507-522-50-47-03	105.75
0483	PUGET SOUND ENERGY	24-02387					122.49
	ST82-AUGSEP24	Natural Gas - ST 82	Invoice	09/06/2024	Natural Gas - ST 82	001-507-522-50-47-03	122.49
0483	PUGET SOUND ENERGY	24-02388					228.54
	ADMIN-AUGSEP24	Natural Gas - Admin Bldg	Invoice	09/09/2024	Natural Gas - Admin Bldg	001-507-522-50-47-03	116.56
						300-507-522-50-47-00	111.98
0483	PUGET SOUND ENERGY	24-02389					139.90
	ST33-AUGSEP24	Natural Gas - ST 33	Invoice	09/12/2024	Natural Gas - ST 33	001-507-522-50-47-03	139.90
1532	PUGET SOUND HARDWARE, INC	24-02390					389.46
	12775	Service Call (Reset Wi-Q Portals) - ST31	Invoice	08/08/2024	Service Call (Reset Wi-Q Portals) - ST31	001-513-522-20-48-03	389.46
2420	RENEWAL REMODELLING AND R	24-02391					5,337.83
	1154	Project Bid (Roofing Repair) - ST 31	Invoice	09/13/2024	Project Bid (Roofing Repair) - ST 31	300-507-594-50-62-31	2,258.88
	1155	Project Bid (Siding Repair) - ST 31	Invoice	09/13/2024	Project Bid (Siding Repair) - ST 31	300-507-594-50-62-31	3,078.95
0501	RICOH USA, INC.	24-02392					50.91
	108583908	Copier Machine Lease - ST 74/Logistics	Invoice	09/06/2024	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
0501	RICOH USA, INC.	24-02393					95.54
	5070118980	Copier Machine Usage - ST 74/Logistic	Invoice	09/09/2024	Copier Machine Usage - ST 74/Logistic	001-502-522-10-31-00	95.54
2238	ROGUE FITNESS	24-02394					922.01
	12811994	Rogue Fitness bike for 73	Invoice	09/13/2024	Rogue Fitness bike for 73	303-510-594-20-64-00	922.01
1921	SEA-WESTERN INC	24-02395					102,856.36
	INV35577	Turnout/Bunker Gear - Suspenders (x5	Invoice	09/13/2024	Turnout/Bunker Gear - Suspenders (x5	303-504-594-20-64-04	280.49
	INV35613	Turnout/Bunker Gear - New Recruits (x	Invoice	09/13/2024	Turnout/Bunker Gear - New Recruits (x	303-504-594-20-64-04	102,575.87
1547	SNOHOMISH COUNTY 911	24-02396					95,482.67
	7244	Monthly EPCR	Invoice	06/01/2024	Monthly Electronic Patient Care Repor	001-509-522-20-49-02	931.27
	7270	Managed Laptop Leases (Monthly)	Invoice	06/01/2024	Managed Laptop Leases (Monthly)	303-504-591-22-70-00	900.28
						303-509-591-22-70-00	1,338.12
	7491	Monthly Dispatch Services (Assessmen	Invoice	09/01/2024	Monthly Dispatch Services (Assessmen	001-504-528-00-41-00	17,791.47
						001-509-528-00-41-00	71,165.88
	7498	Monthly EPCR	Invoice	09/01/2024	Monthly Electronic Patient Care Repor	001-509-522-20-49-02	1,117.25
	7524	Managed Laptop Leases (Monthly)	Invoice	09/01/2024	Managed Laptop Leases (Monthly)	303-504-591-22-70-00	900.28
						303-509-591-22-70-00	1,338.12
0565	SNOHOMISH COUNTY PUD	24-02397					248.41
	135987935	Electricity - ST 73	Invoice	09/12/2024	Electricity - ST 73	001-507-522-50-47-01	248.41

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0565	SNOHOMISH COUNTY PUD	24-02398					394.80
	116177940	Electricity - ST 72	Invoice	09/11/2024	Electricity - ST 72	001-507-522-50-47-01	394.80
0565	SNOHOMISH COUNTY PUD	24-02399					285.09
	109591830	Electricity - ST 77	Invoice	09/11/2024	Electricity - ST 77	001-507-522-50-47-01	285.09
0565	SNOHOMISH COUNTY PUD	24-02400					24.46
	119474678	Electricity - ST 82 Garage/Storage Bldg	Invoice	09/11/2024	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	24.46
1536	SNOHOMISH REGIONAL FIRE & R	24-02401					759.80
	09122024	Cummins Sales & Service Credit to Sho	Invoice	09/12/2024	Cummins Credit to Construction Fund	050-511-522-60-34-01	759.80
1935	SNOHOMISH VALLEY ROOFING II	24-02402					439.49
	33409	Dumpster Rental (17yd) - ST83 Remod	Invoice	09/04/2024	Dumpster Rental (17yd) - ST83 Remod	300-507-594-50-62-83	439.49
2400	SNURE SEMINARS	24-02403					300.00
	188	2024 Law Updates Webinar (O'Brien/C	Invoice	09/12/2024	2024 Law Updates Webinar (O'Brien/C	001-501-522-45-49-01	300.00
2057	SPRAGUE PEST SOLUTIONS	24-02404					1,751.60
	5528745	Monthly Pest Control Servcs - ST 74/Lc	Invoice	08/26/2024	Monthly Pest Control Servcs - ST 74/Lc	001-507-522-50-41-00	109.11
	5558898	Pest Control Perimetr Svcs (Triannual)	Invoice	09/07/2024	Pest Control Perimetr Svcs (Triannual)	001-507-522-50-41-00	145.61
	5558900	Monthly Pest Control Services - ST 73	Invoice	09/03/2024	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	121.01
	5558901	Pest Control Perimeter Services (Trianr	Invoice	09/03/2024	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	146.68
	5558902	Monthly Pest Control Services - ST 82	Invoice	09/11/2024	Monthly Pest Control Services - ST 82	001-507-522-50-41-00	120.02
	5558903	Pest Control Perimeter Services (Trianr	Invoice	09/11/2024	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	145.48
	5558904	Monthly Pest Control Services - ST 83	Invoice	09/11/2024	Monthly Pest Control Services - ST 83	001-507-522-50-41-00	120.02
	5558905	Pest Control Perimeter Services (Trianr	Invoice	09/11/2024	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	145.48
	5558906	Monthly Pest Control Services - ST 81	Invoice	09/11/2024	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	120.02
	5558907	Pest Control Perimeter Services (Trianr	Invoice	09/11/2024	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	145.48
	5558910	Monthly Pest Control Services - ST 72	Invoice	09/03/2024	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	129.84
	5558911	Pest Control Perimeter Services (Trianr	Invoice	09/03/2024	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	157.37
	5558913	Pest Control Perimeter Services (Trianr	Invoice	09/11/2024	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	145.48
2415	SUPERIOR SEPTIC SERVICE, LLC	24-02405					2,025.96
	19624805	Septic Tank Maint.(Pumped 1000gl/Ta	Invoice	08/29/2024	Septic Tank Maint.(Pumped 1000gl/Ta	001-507-522-50-48-00	981.83
	19824992	Septic Tank Maint.(Pumped 1000gl/Ta	Invoice	09/06/2024	Septic Tank Maint.(Pumped 1000gl/Ta	001-507-522-50-48-00	1,044.13
0587	SYSTEMS DESIGN WEST, LLC	24-02406					44,183.59
	20241633	EMS Transport Billing Monthly Services	Invoice	09/12/2024	EMS Transport Billing Monthly Services	001-509-522-20-41-05	14,183.59
	WAGEMT2366	2023 (SFY) GEMT Cost Report Consulti	Invoice	08/30/2024	EMS Transport Billing Monthly Services	001-509-522-20-41-13	30,000.00
1624	TK ELEVATOR CORPORATION	24-02407					896.58
	3008059419	Elevator Maintenance (SEP/OCT/NOV)	Invoice	09/01/2024	Elevator Maintenance (SEP/OCT/NOV)	001-507-522-50-48-00	896.58
2221	ULINE, INC	24-02408					281.65
	182826971	Maximum Ear Plugs (Uncorded) (x6 Bo	Invoice	09/09/2024	Maximum Ear Plugs (Uncorded) (x6 Bo	001-507-522-50-31-00	281.65
2306	UNITED RENTALS (NORTH AMER	24-02409					176.88
	225472804-013	Cap. Facilities Planning (Container Ren	Invoice	10/03/2024	Cap. Facilities Planning (Container Ren	300-507-594-50-62-83	176.88

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0624	US BANK	24-02410					50,763.09
	USBANK-AUG24	District Credit Card Charges - AUGUST	Invoice	08/26/2024	"Bell" Style Swivel Reducer (Fire Depot	001-504-522-20-48-02	277.21
					Academy Clothing (Halo) Class 24-02	001-506-522-45-31-03	3,067.58
					Airfare (EMS Word Expo Conf) Rouse	001-509-522-20-43-00	136.20
					Airfare (EMS World Expo Conf) Ball	001-509-522-20-43-00	136.20
					Airfare (Firefighter Air Coaltion) Basta	001-506-522-45-43-00	516.94
					Airport Parking (Fire Rescue Int'l Conf)	001-506-522-45-43-00	92.23
					Allison DOC Premium Software Subscr	050-511-522-60-41-08	645.46
					Alum Pocket Sling (Natn'l Fire Fighter (	001-514-522-20-35-01	108.93
					Baggage Fee (Fire Rescue Int'l Conf) Tit	001-506-522-45-43-00	35.00
					BBQ Grill (Costco) ST 72	001-507-522-50-35-00	647.39
					Boxes-LS Softball Charity Game	001-515-522-30-31-01	29.26
					Business Cards SRFR (Vista Print)	001-502-522-10-31-00	109.35
					Calendar Wiz (Monthly Subscription)	001-513-522-10-49-04	29.00
					Candy for Aquafest First Aid Booth (Saf	001-504-522-20-31-01	50.03
					Candy for NNO (Safeway) Willis Tucker	001-504-522-20-31-01	26.25
					Carhartt Pant - Uniform Trial Option	001-504-522-20-31-07	53.94
					Check to Cummins-Priority Mail (USPS	001-502-522-10-42-00	9.85
					Combo Locks for Containers	001-507-522-50-35-00	45.86
					Concrete Anchors/Drills Bits	001-507-522-50-35-00	58.03
					Concrete Anchors/Drills Bits - ST71	001-507-522-50-35-00	53.56
					CPSE - CFO/FM Renewal Fee	001-505-522-30-49-02	650.00
					CPSE Workshop Registration - Schoof	001-516-522-45-49-02	675.00
					Custom Stencils (Custom Signs)	001-506-522-45-31-03	145.57
					Dewalt Cordless Saw (Home Depot) SC	001-506-522-45-49-23	733.60
					DOL Licensing for new Ford Escapes x4	001-502-522-10-49-06	254.41
					eBook Hazardous Materials (IFSTA)	001-506-522-45-31-03	93.92
					EMS24 Registration-Ball	001-509-522-45-49-02	1,100.00
					EMS24 Registration-Rouse	001-509-522-45-49-02	1,110.00
					Equipment for Recruits	001-506-522-45-35-00	1,342.17
					Escap Belt/Back Sprt/Scabbard/Tool Cl	001-504-522-20-35-00	3,808.12
					Firefighter Air Coaltion Registration-Ba	001-506-522-45-49-02	350.00
					Flex Passes (Good to Go) x 2	001-504-522-20-49-04	32.82
					Glacier West Storage Unit	001-507-522-50-45-00	146.00
					Halloween Candy (Costco)	001-515-522-30-49-06	159.92
					Harbor Freight	001-507-522-50-35-00	328.19
					Hardware for Hose Reel - Logistics	001-507-522-50-35-00	56.90
					Helmet Shield	001-504-522-20-31-10	219.18
					Hotel (EMS World Expo Conf)	001-509-522-20-43-00	95.92
					Hotel (EMS World Expo Conf) Ball	001-509-522-20-43-00	83.94
					Hotel (Fire Rescue Int'l Conf) Titland	001-506-522-45-43-00	1,036.80
					Hotel (WFC 'Ignite' Conf) Lundquist	001-506-522-45-43-00	254.25
					Hotel (WFC 'Ignite' Conf) Messer	001-506-522-45-43-00	254.25

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	USBANK-AUG24	District Credit Card Charges - AUGUST	Invoice	08/26/2024	Hotel (WFC 'Ignite' Conf) O'Brien	001-506-522-45-43-00	254.25
					Hotel (WFC 'Ignite' Conf) Schoof	001-506-522-45-43-00	254.25
					Hotel WAPRO Conference (Silver Clouc	001-503-522-10-43-00	149.95
					Husky Tool Storage 48in (Home Depot)	001-506-522-45-35-00	1,288.33
					ICC Code Specialist Study Guide	001-505-522-45-49-02	229.00
					ICC FM Code Downloads	001-505-522-30-31-00	764.87
					ICC Membership Renewal	001-505-522-45-49-02	110.00
					KBT Diesel 71	001-504-522-20-32-00	100.70
					Kitchen Hood Filter (Appliance Parts Pı	001-507-522-50-31-00	78.63
					Ladder Hook Extension Strap x8	001-504-522-20-35-00	1,426.08
					Laminating Signage-LS Softball Charity	001-515-522-30-31-01	52.87
					Liquid IV (Costco) - ST 82	001-507-522-50-31-00	119.96
					Liquid IV Individual Serving Pks (Costcc	001-507-522-50-31-00	119.96
					Liquid IV Individual Serving Pks (Costcc	001-507-522-50-31-00	137.95
					Liquid IV Individual Serving Pks (Costcc	001-507-522-50-31-00	329.89
					Lnch Team Bldg Day (Jmy Johns)Tickle/	001-506-522-45-31-03	44.37
					Logistics Stock-towels and qrt zipr (Cos	001-507-522-50-31-00	162.50
					LS Best Storage Unit x2	001-507-522-50-45-00	150.00
					Lunch - IT Interview Panel	001-503-522-10-49-06	112.65
					Medical Operator Pack (Chinook)	001-509-522-20-35-00	329.99
					Micro Fiber Beach Towel (Ink It) x60	001-515-522-30-31-01	641.70
					Microsoft 'Office 365 E1' License Mnth	001-513-522-10-49-04	15.32
					MRSC.ORG - Registration - Mel	001-516-522-45-49-02	35.00
					NASP Premium Membership	001-510-522-20-49-01	195.00
					National Night Out (Pizza Hut)	001-515-522-30-49-06	74.47
					NeoGov- Job Posting - Lateral Firefight	001-502-522-10-44-00	125.00
					NeoGov- Job Posting - Lateral Paramec	001-502-522-10-44-00	125.00
					NeoGov- Job Posting - Leave Specialist	001-502-522-10-44-00	125.00
					Nuts and Bolts (Home Depot)	001-506-522-45-31-03	8.18
					Paper Plates (Costco)	001-507-522-50-31-00	21.85
					Parts for Engine Ladders (Home Depot	001-504-522-20-35-00	34.89
					Phone holders for Training (Proclip)	001-506-522-45-35-00	172.60
					Phone Holders for Training (Proclip)	001-506-522-45-35-00	97.09
					Portable Air Compressor/Job Site Box (	001-506-522-45-35-00	271.24
					Recliner Removal (Solid Waste Remova	001-507-522-50-47-04	20.00
					Recruit FF Training Tools	001-506-522-45-35-00	666.66
					Refund - Otterbox Defender	001-505-522-30-35-00	-437.38
					Registration (WAPELRA) - Ayer	001-503-522-45-49-02	449.00
					Registration (WAPELRA) - Holtgeerts	001-503-522-45-49-02	349.00
					Registration (WAPELRA) - Holtgeerts	001-503-522-45-49-02	100.00
					Registration (WAPELRA) - Mattern	001-503-522-45-49-02	449.00
					Registration (WAPELRA) - Quevedo	001-503-522-45-49-02	449.00
					Return - Lightening Timer	001-507-522-50-35-00	-30.62

Docket of Claims Register

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
	USBANK-AUG24	District Credit Card Charges - AUGUST	Invoice	08/26/2024	Return - Uniform Pants	001-504-522-20-31-07	-185.32
					Rush LBD LIMA 56L Bag x4 (5.11)	303-504-594-20-64-16	582.66
					Saddleback Contracting Diesel Fuel	001-504-522-20-32-00	87.12
					Saddleback Contracting Diesel Fuel	001-504-522-20-32-00	99.00
					Sam Brown Shields	001-504-522-20-31-10	93.50
					Scott Towels (Costco) Shop	050-511-522-60-31-05	30.14
					Shop Parts	050-511-522-60-34-01	3,195.00
					Shop Parts	050-511-522-60-34-01	355.92
					Shop Supplies (Napa Auto)	001-513-522-20-48-01	163.18
					Shop Supplies (Napa Auto)	001-513-522-20-48-01	43.77
					Shop Tools	050-511-522-60-48-01	253.41
					Shop Towels - Shop	050-511-522-60-31-05	29.76
					Signature Stamp (Vistaprint) O'Brien	001-502-522-10-31-00	22.95
					Storage Tote	001-506-522-45-49-23	29.18
					Temporal Artery Profssnl Thermomete	001-509-522-20-35-00	10,850.00
					Tools to mount new equipment - ST 81	001-507-522-50-35-00	51.95
					Tough Storage Tote (Home Depot) SCF	001-506-522-45-49-23	434.23
					Training Truck Wireless System (OEMu	001-506-522-45-35-00	1,485.00
					TV for ST 71 (Costco)	001-507-522-50-35-00	399.22
					Uber (Fire Rescue Int'l Conf) Titland	001-506-522-45-43-00	64.21
					Uber (Fire Rescue Int'l Conf) Titland	001-506-522-45-43-00	64.70
					Uniform Pants	001-504-522-20-31-07	185.32
					Water Delivery & Dispenser Rental (Sh	050-511-522-60-31-04	85.00
					Weather Guard Truck Box-Training (Ho	001-506-522-45-35-00	1,113.77
					WFCA 'Ignite' Reg-Lundquist/MesserS	001-506-522-45-49-02	1,800.00
					WSP Background Check	001-503-522-10-49-06	11.00
					WSP Background Check	001-503-522-10-49-06	11.00
					WSP Background Check	001-503-522-10-49-06	11.00
					Zoom 'OnePro' Software Annual Subsc	001-513-522-10-49-04	163.99
0040	VESTIS	24-02411					256.06
	6560435992	Maint. Srvcs Towels, Floor Mat & Mop	Invoice	08/29/2024	Maint. Srvcs Towels, Floor Mat & Mop	001-507-522-50-48-00	26.52
	6560435993	Shop Supplies/Uniform Rental/Laundr	Invoice	08/29/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	71.75
	6560439540	Shop Supplies/Uniform Rental/Laundr	Invoice	09/05/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	70.12
	6560443102	Maint. Srvcs Towels, Floor Mat & Mop	Invoice	09/12/2024	Maint. Srvcs Towels, Floor Mat & Mop	001-507-522-50-48-00	16.40
	6560443103	Shop Supplies/Uniform Rental/Laundr	Invoice	09/12/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	71.27
2274	WALDORF UNIVERSITY	24-02412					1,782.00
	24-0152	Pack - Tuition - FSC 3440	Invoice	09/11/2024	Pack - Tuition - FSC 3440	001-506-522-45-49-10	891.00
	24-0159	Beard - Tuition - FSC 3302	Invoice	09/11/2024	Beard - Tuition - FSC 3302	001-506-522-45-49-10	891.00
0646	WASHINGTON FIRE CHIEFS	24-02413					500.00
	2530	2024 WFC Admin Support Conference	Invoice	09/12/2024	2024 WFC Admin Support Conference	001-503-522-45-49-02	500.00
0639	WASHINGTON FIRE COMMISSIOI	24-02414					3,240.00
	200002004	2024 WFCA Annual Conference Registr	Invoice	09/05/2024	2024 WFCA Annual Conference Registr	001-501-522-45-49-01	3,240.00

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1929	WISE CHOICE MOVERS LLC	24-02415					794.25
	651	3 Man Crew Movers (Pallets New Adm	Invoice	09/01/2024	3 Man Crew Movers (Pallets New Adm	001-507-522-50-41-00	794.25

Total Claims: 95		**Total Payment Amount:**	**559,310.69**

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/24/2024

Page 1 of 4

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

_____ _____ _____

_____ _____ _____

_____

Voucher	Payee/Claimant	1099 Default	Amount
24-02321	4IMPRINT, INC.		309.58
24-02322	911 SAFETY EQUIPMENT, LLC		9,738.00
24-02323	AAA OF EVERETT FIRE EXTINGUISHER CO. INC.		988.61
24-02324	ACROSS THE STREET PRODUCTIONS		770.00
24-02325	ADAM PERRON		220.00
24-02326	ALEXANDER FATKIN		764.00
24-02327	ALL BATTERY SALES AND SERVICE		132.96
24-02328	AMAZON CAPITAL SERVICES, INC		2,820.69
24-02329	ANDGAR MECHANICAL LLC		3,904.90
24-02330	B&H FIRE AND SECURITY		295.38
24-02331	BOUND TREE MEDICAL, LLC		13,105.98
24-02332	BUTTERFLY NETWORK, INC.		214.73
24-02333	CAMILLE TABOR		142.50
24-02334	CANON FINANCIAL SERVICES INC		1,769.58
24-02335	CENTRAL WASHINGTON UNIVERSITY		4,478.13
24-02336	CENTRAL WELDING SUPPLY		1,367.15
24-02337	CHAMPION BOLT & SUPPLY INC		6.58
24-02338	CHINOOK LUMBER		1,588.37
24-02339	CLEARVIEW HARDWARE & FEED		161.98
24-02340	COLBY TITLAND		310.50
24-02341	CONCENTRA MEDICAL CENTERS		2,583.00
24-02342	CROWN FIRE PROTECTION		4,404.49
24-02343	DAVE JONKER		60.43
24-02344	DELL MARKETING LP C/O DELL USA LP		48,415.47
24-02345	ELECTRONIC BUSINESS MACHINES		298.07
24-02346	ELITE LOCK & SAFE		92.99
24-02347	ESO SOLUTIONS, INC		855.75
24-02348	EVERGREEN POWER SYSTEMS, INC		4,153.40
24-02349	FIRE TECH		450.00
24-02350	FIRSTWATCH		635.00
24-02351	FITNESS EXPERTS		136.75

		Page Total	105,174.97
		Cumulative Total	105,174.97

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/24/2024

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

_____   _____   _____

_____   _____   _____

_____

Voucher	Payee/Claimant	1099 Default	Amount
24-02352	FOWLER FIRE LLC		990.00
24-02353	GALLS, LLC		18,642.54
24-02354	GRAINGER		202.61
24-02355	HEALTHFORCE PARTNERS INC.		17,280.00
24-02356	IMS ALLIANCE		58.21
24-02357	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS, INC		5,832.50
24-02358	IRON MOUNTAIN INC		939.40
24-02359	ISOUTSOURCE		24,909.61
24-02360	JARROD SPENCE		200.00
24-02361	JEFF DICKINSON		111.87
24-02362	JEREMY JENSEN		620.76
24-02363	KENNY'S TRUCK PARTS & REPAIR		29.99
24-02364	KENT D. BRUCE CO., LLC		5,078.21
24-02365	LAWSON PRODUCTS, INC.		38.96
24-02366	LEAH SCHOOF		236.50
24-02367	LEMAY MOBILE SHREDDING		217.00
24-02368	LEXIPOL LLC		1,724.96
24-02369	LIFE-ASSIST INC		296.77
24-02370	LOWE'S		1,171.58
24-02371	MARTIN PAIETTA		365.75
24-02372	MASON TIMM		137.45
24-02373	MATTHEW J. BEECROFT		4,000.00
24-02374	MICHAEL MCCONNELL		764.00
24-02375	MOBILE HEALTH RESOURCES		1,173.90
24-02376	MUNICIPAL EMERGENCY SERVICES, INC.		855.77
24-02377	NORTHWEST SAFETY CLEAN		4,534.87
24-02378	OAC SERVICES, INC.		33,544.40
24-02379	ODP BUSINESS SOLUTIONS, LLC		907.23
24-02380	OPERATIVE IQ		5,250.41
24-02381	OTTO ROSENAU & ASSOCIATES, INC.		3,427.00
24-02382	PACIFIC POWER BATTERIES		323.82

		Page Total	133,866.07
		Cumulative Total	239,041.04

Snohomish Regional Fire and Rescue
Claims Voucher Summary

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

_____   _____   _____

_____   _____   _____

_____

Voucher	Payee/Claimant	1099 Default	Amount
24-02383	PACIFICA LAW GROUP LLP		1,472.50
24-02384	PATRICK SILER		399.63
24-02385	PETROCARD, INC.		3,562.35
24-02386	PUGET SOUND ENERGY		105.75
24-02387	PUGET SOUND ENERGY		122.49
24-02388	PUGET SOUND ENERGY		228.54
24-02389	PUGET SOUND ENERGY		139.90
24-02390	PUGET SOUND HARDWARE, INC		389.46
24-02391	RENEWAL REMODELLING AND REPAIRS, LLC		5,337.83
24-02392	RICOH USA, INC.		50.91
24-02393	RICOH USA, INC.		95.54
24-02394	ROGUE FITNESS		922.01
24-02395	SEA-WESTERN INC		102,856.36
24-02396	SNOHOMISH COUNTY 911		95,482.67
24-02397	SNOHOMISH COUNTY PUD		248.41
24-02398	SNOHOMISH COUNTY PUD		394.80
24-02399	SNOHOMISH COUNTY PUD		285.09
24-02400	SNOHOMISH COUNTY PUD		24.46
24-02401	SNOHOMISH REGIONAL FIRE & RESCUE		759.80
24-02402	SNOHOMISH VALLEY ROOFING INC		439.49
24-02403	SNURE SEMINARS		300.00
24-02404	SPRAGUE PEST SOLUTIONS		1,751.60
24-02405	SUPERIOR SEPTIC SERVICE, LLC		2,025.96
24-02406	SYSTEMS DESIGN WEST, LLC		44,183.59
24-02407	TK ELEVATOR CORPORATION		896.58
24-02408	ULINE, INC		281.65
24-02409	UNITED RENTALS (NORTH AMERICA), INC.		176.88
24-02410	US BANK		50,763.09
24-02411	VESTIS		256.06
24-02412	WALDORF UNIVERSITY		1,782.00
24-02413	WASHINGTON FIRE CHIEFS		500.00

		Page Total	316,235.40
		Cumulative Total	555,276.44

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

_____   _____   _____

_____   _____   _____

_____

Voucher	Payee/Claimant	1099 Default	Amount
24-02414	WASHINGTON FIRE COMMISSIONERS ASSOCIATION		3,240.00
24-02415	WISE CHOICE MOVERS LLC		794.25

Page Total	4,034.25
Cumulative Total	559,310.69

Payroll Summary and Authorization Form for the:

9/13/2024 Payroll

I, the undersigned, do hereby certify that the foregoing payroll is, just, true and correct, that the persons whose names appear theron actually performed labor as stated on the dates shown, that the amounts are actually due, and that the salary warrants and related benefit warrants shall be issued.

District Name: **Snohomish Regional Fire & Rescue**

Direct Deposits: $1,227,416.05
Paper Checks: $20,834.59
Taxes: $393,092.22
Allowed in the sum of: **$1,641,342.86**

Reviewed by: *Brandon Vargas*
District Administrative Coordinator

Prepared by: *Erick Ramirez*
Payroll Specialist

Approved by Commissioners:

BOARD OF FIRE COMMISSIONERS MEETING MINUTES
SNOHOMISH REGIONAL FIRE & RESCUE
SRFR Station 31 Training Room / Via Zoom
163 Village Court, Monroe, WA 98272
September 12, 2024, 1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours. In attendance were Commissioner Edwards, Chairman Elmore, Vice Chairman Fay, Commissioner Gagnon, Commissioner Schaub, and Commissioner Steinruck; and via Zoom were Commissioner Waugh and District Secretary Snure.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Assistant Chief Lundquist thanked the Delta Station 31 crew for detailing the apparatus and thanked the crews for their support at the funeral service for Dr. Michael Copass. He also expressed appreciation for the words that were spoken by Commissioner Waugh at the service.

Assistant Chief Lundquist also provided a brief update on BN Builders and Miller Hull. There was a kickoff meeting on Monday at Station 82 with Commissioner Schaub and Commissioner Steinruck in attendance.

COMMISSIONER REPORTS

Capital Facilities: Commissioner Steinruck stated that the Station 83 update discussed the progress, as well as crew move in timelines. The Station 31 shop update discussed the issues regarding dry rot on the roof. The BN Builders and Miller Hull kick off on Monday was a great meeting. They discussed progress on the property for Station 32 and the Station 72 update discussed the current process for getting sewer and water. The next Capital Facilities meeting is September 24.

Sno-Isle Commissioners: Vice Chairman Fay stated they had an in-depth report for the EMS Committee, and Commissioner Waugh stepped in to present for Scott Dorsey at the meeting. He presented the progress, the issues, and discussed the proposed funding models. Commissioner Waugh stated that in the presentation there were two budgets presented relating to the number of FTEs in office, and then there was an additional side meeting that suggested we cut the budget even further. He is asking for Board support to ask the Chief to support the budget supporting a 4.5 FTE starting staff, the original request from the task force, at the September 23rd meeting. Chairman Elmore stated that the other option is 3 FTEs, and

SNOHOMISH REGIONAL FIRE & RESCUE

he also suggested that we build for success with 4.5 FTEs. Chairman Elmore asked for the timeline and Commissioner Waugh responded that the chiefs are going to present the three budgets at a special meeting on September 23, 2024 at 11am. Commissioner Waugh will meet with South County to answer questions regarding his presentation.

Policy Committee: Commissioner Schaub commented that they met earlier today and reviewed another group of policies; 609 National Incident Management System, 912 Fire Station Safety, 916 Hazardous Energy Control, 1001 Performance Evaluation, 1005 Career Advancement and 1037 Family Support Liaison. He stated that they are making good progress. Compliments to Deputy Chief McConnell and Acting Deputy Fire Marshal Dahl for their efforts with the policies.

COMMITTEE MEETING MINUTES
Finance Committee – August 22, 2024
Capital Facilities Committee – September 3, 2024

CONSENT AGENDA
Approval of Vouchers
Benefits Vouchers: 24-02262 to 24-02276; (853,977.95)
AP Vouchers: 24-02137 to 24-02261; ($1,346,927.52)

Approval of Payroll
August 30, 2024 ($1,522,565.93)

Approval of Minutes
Approve Regular Board Meeting Minutes August 22, 2024

Motion to approve the Consent Agenda as submitted.
Motion by Vice Chairman Fay and 2nd by Commissioner Edwards.
On vote, Motion carried 7/0.

OLD BUSINESS
Discussion
Continuous Improvement: Badge Pinning: Deputy Chief Fetcho; Battalion Chiefs Beckham, Hammeren, and Stablein

Assistant Chief Lundquist presented the badges to the families so they could pin the badges on their loved ones this evening and he gave members their oath for Snohomish Regional Fire & Rescue. Congratulations to Deputy Chief Fetcho, Battalion Chief Beckham, Battalion Chief Hammeren, and Battalion Chief Stablein.

The Cultural Leadership Team brought the idea that we need to celebrate our people, and Assistant Chief

SNOHOMISH REGIONAL FIRE & RESCUE

Lundquist thanked them for bringing this forward. He also expressed appreciation to the families for coming.

Action
BN Builders Contract

Motion to approve the BN Builders Contract as submitted.
Motion by Commissioner Elmore and 2nd by Commissioner Gagnon.
On vote, Motion carried 7/0.

Budget Amendment #2

Motion to approve Budget Amendment #2 as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.
On vote, Motion carried 7/0.

NEW BUSINESS
Discussion
Policy Review
- Policy 615 Firefighter Health, Safety and Survival
- Policy 707 Communications Operations
- Policy 803 Patient Medical Record Security and Privacy

Action
None

GOOD OF THE ORDER
Commissioner Steinruck mentioned that they had a couple of Chamber of Commerce meetings this week for Monroe and Lake Stevens. He expressed that Assistant Chief Lundquist did a great job on the presentation for the Police and Fire updates with the Lake Stevens Chamber of Commerce.

Chairman Elmore spoke with the new superintendent for the Lake Stevens School District and said she was engaging and positive. He also discussed the draft language with SCFD 4 regarding our plans and asked if there were any concerns regarding the letter. He mentioned that SCFD 4 is not ready for a merger currently, and the letter has language for potentially 3-8 years. Chairman Elmore would like to continue working on our regional efforts with the ROB and training. We have 2 years into this already, we are not quite there yet, and they asked for more time. Chairman Elmore is requesting everyone work together to draft our letter in response.

Commissioner Waugh thanked Chief Read and the medics for going to Dr. Copass' memorial service and appreciated the support of his district. He requested that we ask the Chief to support the September 23rd

SNOHOMISH REGIONAL FIRE & RESCUE

meeting with a vote for the 4.5 FTE EMS group. He discussed this has been worked on for a year and he would like to move forward in a positive manner. Chairman Elmore agreed this is important and this should be built right the first time. Chairman Elmore suggested a Special Meeting next week to vote on this, and Commissioner Waugh thanked the Board for their support.

There was a public inquiry on whether the next meeting on September 26, 2024, is going to be a joint meeting as previously discussed. Chairman Elmore confirmed that this will not be a joint meeting, and the next joint meeting will be the regional meeting with 5 districts involved.

ATTENDANCE CHECK
Regular Commissioner Meeting September 26, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION
RCW 42.30.110(1)(g): To Review the Performance of a Public Employee

Chairman Elmore called for an Executive Session to begin at 1805 hours for 10 minutes, with no decisions to follow. Chairman Elmore extended the Executive Session for 15 minutes. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1830 hours and announced that there is no decision at this time.

ADJOURNMENT
Chairman Elmore adjourned the meeting at 1830 hours.

Snohomish Regional Fire & Rescue

_____
Commissioner Rick Edwards

_____
Chairman Troy Elmore

_____
Vice Chairman Randy Fay

_____
Commissioner Paul Gagnon

SNOHOMISH REGIONAL FIRE & RESCUE

_____
Commissioner Jeff Schaub

_____
Commissioner Jim Steinruck

_____
Commissioner Roy Waugh

SNOHOMISH REGIONAL FIRE & RESCUE

OLD BUSINESS

DISCUSSION

OLD BUSINESS

ACTION

Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	Draft Policy Approval #POL-2409

Executive member responsible for guiding the initiative:	DC McConnell

Type of Action:	☑ Motion	☐ Resolution

Initiative Description:	The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.

• **Brief Description**
 • **Goal of Initiative**
 • **Initiative Results (deliverables)**
 • **Connection to Strategic Plan**
 • **Supporting Documentation (attach)**
   ○ **Scope of work**
   ○ **Contract(s)**
   ○ **Project proposal(s)**
   ○ **Presentation(s)**
 • **If Financial: Reason RAB must be approved outside of the annual budget process**
	Draft Policy:
	 • 615 Firefighter Health, Safety and Survival
	 • 707 Communications Operations
	 • 803 Patient Medical Record Security and Privacy

Financial Impact:	Expense: ☐ Increase ☐ Decrease ☑ N/A Revenue: ☐ Increase ☐ Decrease ☑ N/A Total amount of initiative (attach amount breakdown if applicable): $ Initial amount: $ Long-term annual amount(s): $ Currently Budgeted: ☐ Yes ☐ No Amount: $ Budget Amendment Needed: ☐ Yes ☐ No Amount: $ • If yes: Fund(s)/line item(s) to be amended:

Risk Assessment:	Risk if approved: N/A Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.

| **Legal Review:** | ☑   Initiative conforms with District policy/procedure number (attach):
☑   Initiatives that require legal review (contracts, other initiatives):
     •   Contracts
     •   Has been reviewed and approved by legal
     •   Includes all costs
     •   Includes term
     •   Includes 'do not exceed' language
☐   N/A |

Presented to, and Approved by, Senior Staff	☑ Yes ☐ No

Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: ☑ Yes ☐ No Approved by commissioner sub-committee: ☑ Yes ☐ No N/A: ☐

For Fire Chief Approval:	☑ RAB document complete ☑ Supporting documentation attached ☐ Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) *Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution* *Fire Chief will coordinate with Senior Staff for RAB introduction*

RAB Executive: Confirmed email sent to Board by Fire Chief	☐ Yes ☐ No

Board of Fire Commissioners	RAB initiatives go through the following process: 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item o The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval

Execution:	**It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.**

Firefighter Health, Safety and Survival

615.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

615.2 POLICY

Best Practice   MODIFIED

Snohomish Regional Fire & Rescue is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

615.3 MEMBER RESPONSIBILITIES

Best Practice

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Snohomish Regional Fire & Rescue safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

615.4 SUPERVISOR RESPONSIBILITIES

Best Practice

Supervisors are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

615.5 DEPUTY CHIEF RESPONSIBILITIES

Best Practice   MODIFIED

The Training Division is responsible for identifying health, safety and survival training required by the District.

Required training will be based on Federal, State and Local requirement but may include safety-related courses from of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

Firefighter Health, Safety and Survival

615.6 TRAINING RECORDS

Best Practice   MODIFIED

The Deputy Chief is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

    (a)   The dates of the training sessions.

    (b)   A list of the topics or a summary of the content of the training sessions.

    (c)   The names or other identifiers and job titles of the members who received the training.

    (d)   The names, certificate numbers and qualifications of persons conducting the training.

The Deputy Chief shall maintain the training records in accordance with established records retention schedules.

Communications Operations

707.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Federal

All Snohomish Regional Fire & Rescue radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

707.1.2 SNOHOMISH COUNTY 911 FIRE RADIO PROCEDURE MANUAL COMPLIANCE

Agency Content

All Snohomish Regional Fire & Rescue radio operations shall be conducted in accordance with the   SNO911 Fire Radio Procedures Manual (as of 11/8/2023) .

707.2 POLICY

Best Practice   MODIFIED

Snohomish Regional Fire & Rescue will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Snohomish County 911. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and local and regional interagency/multi-agency incidents.

Attachments

DRAFT

Attachments - 2

Attachment

SNO911 Fire Radio Procedures Manual 101023 EDITS.pdf
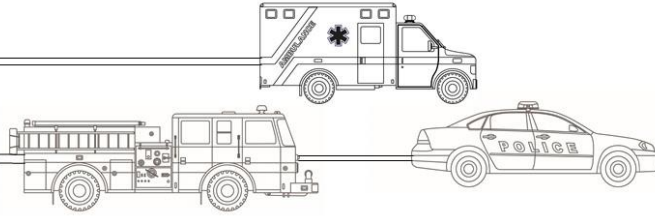
FIRE RADIO PROCEDURES MANUAL

SNOHOMISH COUNTY 911
FIRE DISTRICT 4, SNOHOMISH
FIRE DISTRICT 5, SULTAN
FIRE DISTRICT 15, TULALIP
FIRE DISTRICT 16, LAKE ROESIGER
FIRE DISTRICT 17, GRANITE FALLS
FIRE DISTRICT 19, SILVANA
FIRE DISTRICT 21, ARLINGTON RURAL
FIRE DISTRICT 22, GETCHELL
~~FIRE DISTRICT 23, ROBE~~
FIRE DISTRICT 24, DARRINGTON
FIRE DISTRICT 25, OSO
FIRE DISTRICT 26, GOLDBAR-INDEX
FIRE DISTRICT 27, HAT ISLAND
PAINE FIELD FIRE
EVERETT FIRE DEPARTMENT
~~LAKE STEVENS FIRE DEPARTMENT~~
MARYSVILLE FIRE DISTRICT
MUKILTEO FIRE DEPARTMENT
NORTH SNOHOMISH COUNTY REGIONAL FIRE AUTHORITY
SNOHOMISH REGIONAL FIRE & RESCUE
SOUTH COUNTY FIRE & RESCUE
SNOHOMISH COUNTY FIRE MARSHAL

LETTER OF ENDORSEMENT

The enclosed radio procedures are established to ensure safe, efficient and effective radio communications. Responder safety is a high priority in all fire department radio communications. Without proper discipline and control, radio communications can quickly deteriorate to a level of confusion and frustration.

The enclosed radio procedures are endorsed by all Snohomish County 911 user agencies. All radio operators (dispatch center and user agency personnel) are required to study, practice and affect the rules and protocols contained herein.

The Fire Radio Procedures Manual was approved by the Fire/EMS Technical Advisory Committee and is endorsed by the Chiefs and Officers of the following agencies (signatures on file):

Kurt Mills
Snohomish County 911
Don Waller
Fire Protection District No. #4
Seth Johnson
Fire Protection District No. #5
Kevin O'Brien
Snohomish Regional Fire & Rescue
Ryan Shaughnessy
Fire Protection District No. #15
Brian Anderson
Fire Protection District No. #16
Jim Haverfield
Fire Protection District No. #17
Keith Strotz
Fire Protection District No. #19
Chad Schmidt
Fire Protection District No. #21
Travis Hots
Fire Protection District No. #22
~~Tim Bond~~
~~Fire Protection District No. #23~~
~~Denny Fenstermaker~~Joel Johnson
Fire Protection District No. #24

William Harper
Fire Protection District No. #25
Eric Andrews
Fire Protection District No. #26
Michael Worthy
Fire Protection District No. #27
Brett Blankenship
Paine Field Fire
David DeMarco
Everett Fire
~~Kevin O'Brien~~
~~Lake Stevens Fire~~
~~Darryl Neuhoff~~Ned Vander Pol
Marysville Fire
John Cermak
North County Fire Authority
Glen Albright
Mukilteo Fire
Thad Hovis
South County Fire
Mike McCrary
Snohomish Co. Fire Marshal

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1.0   GENERAL

1.1   Policy

1.1.1   Member Agencies and Snohomish County 911 (SNO911) shall utilize these procedures in a uniform manner for all radio communications.

1.1.2   All Member Agencies shall provide training and continuing education in radio procedures to provide for efficient use of the radio communication system.

1.1.3   Adherence to these procedures shall be applied universally by all members.

1.1.4   Any requests for operational/procedural changes to this manual shall be brought to the Fire Technical Advisory Committee for authorization. Major changes, either operational or procedural shall require at least a one-month review after being presented before authorization. The implementation date of any new operational/procedural change must be mutually agreed upon by the user agencies.

1.2   Purpose

These operating procedures have been prepared to standardize radio communications and provide guidelines for the proper use of base, mobile and portable radio equipment within the Snohomish County 911 Fire Agency user groups.

1.3   Personnel Affected

All members of all Fire Agencies that subscribe to the services provided by Snohomish County 911.

2.0   RADIO RULES

2.1   FCC Regulations

Communications on Snohomish County 911 talkgroups/radio channels are governed by FCC Regulations, Part 90, 47CFR, Chapter 1. The following selected regulations are cited for information.

2.1.1   **COMMUNICATIONS BREVITY (FCC 90.403C)** Each licensee shall restrict all transmissions to the minimum practicable transmission time and must employ an efficient operating procedure to maximize the utilization of the spectrum.

2.1.2   **MESSAGE PRIORITY (FCC 90.403D)** Communications involving the imminent safety-of-life or property are to be afforded priority by all licensees.

2.1.3   **HARMFUL INTERFERENCE (FCC 90.403E)** Licensees shall take reasonable precautions to avoid causing harmful interference. This includes monitoring the transmitting frequency for communications in progress and such other measures as may be necessary to minimize the potential for causing interference.

2.1.4   **PERMISSIBLE COMMUNICATIONS (FCC 90.405)** Stations licensed under this part may transmit only the following types of communications:
   A. Any communication related directly to the imminent safety-of-life or property.
   B. Communications directly related and necessary to those activities that make the licensee eligible for the station license held under this part.
   C. Communications for testing purposes required for proper station and system maintenance. However, each licensee shall keep such tests to a minimum and shall employ every measure to avoid harmful interference.

2.1.5 **RADIO MONITORING** The FCC randomly monitors all assigned Talkgroups/radio channels for compliance with rules and regulations.

2.2 General

2.2.1 Message Relay

A. All voice and MDC messages shall be limited to official business purposes.

B. Never change the meaning of a message that is intended for relay. Re-transmit the message exactly as given.

2.2.2 **Radio Talkgroup Designator** Positioning of Talkgroup/radio channels in SNO911 users' base, mobile and portable radios are **not optional.** Multiple Talkgroup capabilities in ALL Snohomish County 911 user agency radios are essential in effective daily radio use, mutual aid incidents, multiple agency disaster responses and/or radio transmitter failure.

Agencies using, switching or requesting Talkgroups shall use the Talkgroup designator when requesting or indicating a specific Talkgroup.
> **Example: "Engine 76 from Battalion 7, switch to TAC 4"**
> **"All units from Colby Command, switch to TAC 1"**

Talk Groups outside of primary fire bank may be identified as Zone and channel position number or zone(bank) name.
> **Example:~~s~~ Norcom Fire Tac 3 or Zone C channel 3.~~in~~**

See Section 5.17 for a list of primary, secondary and alternate radio channels.

2.3 Tactical Talkgroup

2.3.1 **911 Radio Talkgroups used for Fire operational needs shall be separated from Police Talkgroups.** Dispatch Talkgroups shall be used to announce incident assignments. Primary Talkgroups shall be used for monitoring routine fire/EMS incidents. Secondary tactical Talkgroup shall be used in the following manner:

A. Snohomish County 911 shall assign a secondary tactical Talkgroup for the following incident types:

AIRCRAFT CRASH COMMERCIAL	(AIRC)
FIRE COMMERCIAL	(FC)
FIRE COMMERCIAL CONFIRMED	(FCC)
FIRE RESIDENTIAL	(FR)
FIRE RESIDENTIAL CONFIRMED	(FRC)
FERRY BOAT FIRE	(FFB)
FIRE WILDLAND INTERFACE	(FWI)
STRIKE	(STRIKE)
HAZMAT 2ND ALARM OR HIGHER	(HZ)
ANY MASS CASUALTY INCIDENT	(MCI)
ANY TECHNICAL RESCUE	(RESA, RESC, RESS, REST, RESSW, RESWA)

If there are multiple incidents or other radio interference on a primary Talkgroup, Snohomish County 911 may assign some incidents to a secondary tactical Talkgroup on a per need basis. The Incident Commander may also make these assignments.

B. The primary Talkgroup shall be used, for subsequent alarms of a lesser nature.

2.3.2 An exception to this procedure would be if other incidents were already assigned all monitored/recorded secondary tactical Talkgroups. The dispatcher may assign the incident to the primary Talkgroup and then notify the Incident Commander, who shall determine the Talkgroup assignment.

2.4   Message Quality and Radio Etiquette

2.4.1 All messages will be clear, concise, and as infrequent as possible. Messages should be impersonal and professional; the use of names, nicknames, and personal messages are discouraged.

2.4.2 Words and voice inflections that suggest disgust, irritation, levity or sarcasm must not be used. The voice must be as unemotional as possible, regardless of the situation, to prevent distortion and possibly making a message misunderstood.

2.4.3 Profanity is prohibited on all talkgroups and telephone lines. **Note:** Talkgroups and telephone lines are recorded in accordance with RCW.
All emergency communications to Snohomish County 911 are recorded using equipment that automatically records the time as well as incoming and outgoing conversations.

2.4.4 Supervisors will be held accountable by their agency heads to ensure adherence to this policy.

2.4.5 Prior to any radio transmission, radio users shall pause one second before speaking to ensure the beginning of the transmission is not clipped.

2.4.6 Use an approved phonetic alphabet, when appropriate, for clarity. The Law Enforcement phonetic alphabet is the Snohomish County 911 standard for all police and fire communications. The Military phonetic alphabet is also acceptable. (See Appendix 5.3)

2.4.7 Twenty-four hour military time shall be used during all communications. (see Appendix 5.4).

2.5   Mobile Data Computer (MDC)

2.5.1 MDCs are a secondary means of non-emergency communication between dispatchers, fire units and fire supervisors.

2.5.2 All emergency communications will be voiced by radio to include:
A. Emergency traffic: life-threatening situations.
B. Priority traffic: situations escalating into emergency traffic, units responding to 'unsecured scenes' or standby requests from law enforcement for potential emergency situations.
C. Essential traffic: short/progress report, emergency medical messages and special status changes affecting dispatch.

2.5.3 Non-emergency and business relating to minor incidents or administrative functions may be conducted by MDC to include:
- Units Responding
- Units reporting On Scene
- Non-emergency Unit Transporting
- At Hospital
- Depart Hospital
- Available in Quarters
- Available
- Checking unit status, history or availability

2.5.4 When dispatched to an incident and replaced by another available unit, units shall not clear themselves from the incident using their MDC. Clearing from an incident prior to the dispatcher assigning the replacement unit may cause the incident to

close out in CAD. The dispatcher shall be responsible for clearing of any unit that has been replaced after the replacement unit has been assigned.

2.5.5 It is the field unit's responsibility to maintain and verify unit status.

2.5.6 If an MDC fails to operate properly, the user assigned to the unit will notify dispatch immediately via <u>voice</u> radio.

2.5.7 Messages
Chat messages shall be limited to official business.
Messages may be recorded and employees may be subject to disciplinary action for improper messaging.
Any message entered into the system once the transmit key is pressed, is retrievable from the CAD database.

2.5.8 Security of Information

MDC information shall be considered for business purposes only.

3.0   LEVELS OF OPERATION

3.1   Snohomish County 911 Fire Operations Defined by Four Levels

Normal Operations:
All systems are operating appropriately and incident volume is within acceptable limits; no extraordinary measures are required.

Stressed Operations-Limited Resources:
The volume of activity in the dispatch center, within an agency or geographical area's resources are overwhelmed by calls for service.

Partial Equipment Failure:
• CAD; the dispatch program has been impacted rendering incident management and assignment compromised sufficient to warrant a change in incident handling.
• Radio; the emergency radio system has been impacted rendering communications between responders and dispatch or other responders compromised sufficient to warrant a change in incident handling.
• 9-1-1 telephone system; the 9-1-1 telephone system has been impacted rendering communications with citizen emergency reporting sufficient to warrant a change in incident handling

Full Failure of Systems or Dispatch Center Evacuation:
Calls for service cannot be processed at the dispatch center; the dispatch center function has been negated sufficiently to be ineffectual.

3.2   Purpose of Levels

Levels of operation are used to initiate contingency plans that enable a more efficient method of conducting operations and processing information.

3.3   Necessity

Agency operating levels and radio procedures are generally determined by:
• The volume of incoming 9-1-1 calls

- The volume of incident activity
- The viability of the SNO911 CAD system
- The viability of the radio system
- The viability of the SNO911 9-1-1 telephone system

The ability to deliver "Normal" levels of response can be drastically affected by external factors such as:
- Multiple large-scale incidents occurring simultaneously
- Major weather related events
- Region wide disasters such as floods, earthquakes or terrorist activity
- Major power loss or other need to evacuate SNO911
- System wide radio failure
- Loss of 9-1-1 services
- Failure of the CAD system

3.4   Procedure: The following shall be utilized during activation of Levels of Operation.

Declaration determination:

SNO911 shall declare a change in operations when emergency resources or dispatch systems are overwhelmed or nullified resulting in compromised call for service processing.

Declaration coverage area:

- System Wide: A system wide change in levels of operation may only be declared by SNO911.
- Limited: A Field Supervisor/Zone Coordinator may request a change in levels of operation from SNO911 for their specific agency or zone.

Dispatch Center Procedure

Upon declaration of a change in the level of operation, the SNO911 Supervisor will ensure that all affected agencies are notified and appropriate procedures are initiated.

Communication Limitations:

This procedure is not intended to limit communication avenues. Alternate communication systems or processes between Dispatch and the affected agencies may be used upon mutual agreement. Alternate communication systems may include but are not limited to:

- Cellular telephones
- Landline telephones
- Backup paging
- CAD Chat function
- Messaging (text of other)
- Simplex radio – relay operations
- Active911 or other emergency notification applications
- email

3.5   STRESSED OPERATIONS

Agency Specific or System Wide

SNO911

Dispatch shall transmit three (3) alert tones on each dispatch talk group/radio channel(s) affected.

Dispatch will announce the following:

> **"All agencies (or agency ID/Zone) standby for stressed operations procedures."**

Dispatch will page all affected agencies with the following message via CAD:

> **"SNO911 is initiating stressed operations procedures for (specific agency/Zone or system wide). Agencies advise when your Fire Operations Center(s) are staffed. Not all agencies will establish an FOC. Zone FOC's may represent several agencies. The air is RESTRICTED to priority traffic only."**

Dispatch will continue normal dispatching until the affected FOCs (Fire Operations Centers) are staffed and ready to receive call information via their agency's MDC's or designated printer. Each agency shall notify via the radio system when their FOC is staffed.

Agencies will staff their FOCs as quickly as possible.

Upon notification of an agency's FOC activation, SNO911 shall discontinue normal dispatching of specified calls for that agency:

- Priority Level 1F, 2F, 3F and medical~~BLS~~ incident types: shall be dispatched as normal.
- Priority Level ~~3F,~~ 4F, ~~and~~ 5F, 6F, and 7F incident types (excluding BLS): shall be relayed to the FOC via MDC with no immediate notification of receipt. (Dispatchers may verify receipt if there is an extended delay of incident handling by the FOC.)
- If an FOC does not have access to an MDC, the use of the following alternate forms of communication include but are not limited to:
    1. Alpha Paging
    2. Landline telephone
    3. Cellular phone
    4. Secondary talk groups/radio channels
    5. Primary talk groups/radio channels
    6. CAD Printer

FOC

Agencies shall staff their FOC with sufficient resources to assign, send, and track unit responses to incidents not dispatched directly by SNO911.

MDC utilization is the preferred process for tracking incident unit assignment and response status changes.

Units assigned to an incident shall communicate directly with the entity that assigned them; Dispatch for Priority Level 1F, 2F, 3F and medical~~BLS~~ type code~~s~~; FOC for all others.

General practice for FOC/MDC unit assignment:

- FOC shall monitor for unassigned incidents in their jurisdiction(s).
- FOC shall assign and notify units to "Add" themselves to the appropriate incident.
- Assigned units shall utilize their MDC for all status changes.
- Assigned unit may notify their FOC of AVL status.

- Last cleared unit shall notify their FOC of incident completion/closure.

3.6 SYSTEM FAILURES

CAD FAILURE:

SNO911

Dispatch shall transmit (3) alert tones on each primary dispatch talk group/radio channel, and announce the following:

"All Fire agencies from SNOCOM, The CAD system is down. Recommend radio watch."

Dispatch will page all affected agencies with the following message, over backup paging systems:

"SNO911 CAD system is down. All calls for service will be paged as general alarms. Recommend radio watch."

Incidents will be paged as 'general' alarms using back-up paging system(s).

Each agency shall be responsible for determining unit assignments, including requests to SNO911 to page resources from other agencies (mutual aid).

If a FOC is established, Dispatch shall continue to page incidents with a general alarm; FOCs shall assign units and manage incident resource allocation. Dispatch shall continue to track incident related unit status changes.

Radio talk group assignment shall remain status quo; SNO911 will assign as and when necessary.

Upon successful CAD system activation, SNO911 shall enter response data for all incidents generated during the failure.

FOC (If activated)

FOCs shall assign units and manage incident resource allocation for their agency(ies). Dispatch shall continue to page incidents with a general alarm and track incident related unit status changes.

FOCs will follow these steps when activated:

1. Dispatch receives a 911 call, and determines the call type.

2. Dispatch general tones the fire agency, (or radio hails FOC directly) reporting the call type and location on their Primary Talkgroup ~~(TAC 1, 3, 5, or 7)~~.

3. FOC acknowledges and confirms call information.

4. Dispatch will provide short report.

5. FOC determines the appropriate units and notifies each of the call type and location. (Consider use of Active 911 Alerting by FOC) (Fire Tac's 11, 12 and 13 are designated for FOC operations)

6. Units confirm receipt of incident data to FOC.

7. Units report in route, on scene, cleared, to hospital, at patient, depart hospital, etc. times directly to dispatch.

8. Units report Available status to both dispatch and FOC.

9. All times and status changes are reported to, and all times are captured by, dispatch. All unit notification of assignments are performed by FOC.

Mutual Aid and other resources: Requests for Mutual Aid units will need to be performed through dispatch but requested by FOC. Dispatch will identify assigned radio talkgroup, and relay short report. Requests from responding or on scene units for additional fire based resources shall be made to the incident FOC. Requests for other resources (PD, FM, Red Cross, etc.) shall be to the dispatcher

RADIO SYSTEM FAILURE (FAILSOFT):

NOTE: "FAILSOFT" is a term indicating a high potential of full radio system failure. Users are to notify SNO911 *immediately* if user radios display "FAILSOFT", as dispatcher consoles will not indicate such.

SNO911

If notified of a "FAILSOFT" warning, Dispatch will immediately notify the 'on-call' Wireless Technician, and announce the following on each primary talk group, and all known in-use secondary talk groups:

> **"All agencies from SNOCOM, the 800 MHz Radio system is in potential failure mode. Staff your FOCs. MDCs are still operational. Consider use of Simplex radio talk groups for on scene communications."**

Dispatch will page all agencies with the following message via CAD:

> **"800 MHz Radio system failure. Staff your FOC and/or Stations. Use alternate means of communication. Limit communication with Dispatch to Emergency Traffic, or from Incident Command and FOCs."**

SNO911 will dispatch all calls for service as normal using CAD. (Agencies or units without MDCs will be responsible for tracking their incidents during the outage.)

FOC (If activated)

FOCs will monitor simplex radio talk groups, assist in relaying radio messages when applicable, and coordinate alternate means of communications between response units, the FOC, and Dispatch.

FOCs and Dispatch should consider open landline use during Priority 1 incidents to relay on-scene simplex radio traffic.

Responding units shall continue to use MDC's for status changes. Units without MDC's shall be required to track status changes manually.

PHONE SYSTEM FAILURE:

SNO911

Dispatch shall transmit /three (3) fire) alert tones on each primary dispatch talk group/radio channel of area affected by the outage, and announce the following:

> **"All agencies (or specific agencies affected) from SNOCOM, the 9-1-1 Telephone system is down. Staff your stations for potential walk-in calls."**

Dispatch will page all agencies with the following message via CAD:

> **"SNO911 has a-9-1-1 telephone system failure. Staff your stations for potential walk-in calls."**

Dispatch will remain operational as a control point for all dispatch functions. Supervisors shall consider utilization of the Emergency Alert System (EAS) to alert the public regarding the outage and alternate means of reporting emergencies.

Fire Agency

Agencies should staff their fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to Dispatch.

3.7 MULTIPLE CRITICAL SYSTEMS FAILURE OR CENTER EVACUATION

A failure of two or more critical systems or the need for dispatch center evacuation, which would prevent SNO911 from processing calls for service. Each agency will resort to their established contingency plans for communication.

Due to the multiple scenarios possible for complete failures, the dispatch center and agencies shall consider the use of operating systems available that may include:

- Cellular phones
- Other dispatch agencies that have operating backup capability for SNO911 agencies
  (South Campus Backup, Skagit 911, NORCOM, ICOM)
- SCSO or EPD command vehicles (equipped with radios and cellular phones)
- Everett Fire command vehicle
- DEM Communication Van
- Agency use of Active 911 to log and track call for service activity during outage
- Phone tree or use of RAVE automated notification

Radio/CAD:

SNO911 Telephone System would still be active, allowing 9-1-1 emergency calls to be answered. Utilize alternate means of communicating incidents to FOCs or responders.

SNO911

Utilize telephone tree (RAVE) to notify agencies of situation and FOC need. Advise agencies to call into SNO911 upon establishing FOC. Confirm FOC contact number and person and agencies responsible for. Establish protocol to be followed for incident notification, (Page if available, RAVE, telephone call to FOC, etc.)

Upon receipt of an incident, utilize appropriate notification method.

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Agency

Upon notification of Radio/CAD outage;

- Staff FOC,
- Contact SNO911,
- Establish incident notification protocol,
- Notify agency personnel of situation and notification method.

Track incident status changes manually for later entry into CAD.

Telephone/CAD:

Radio System would still be active, but 9-1-1 calls would not be answered. Integrate Phone and CAD System Failure protocol to degree possible.

SNO911

Dispatch shall transmit (3) alert tones on each primary dispatch talk group/radio channel, and announce the following:

> **"All Fire agencies from SNOCOM, SNO911 Phone and CAD systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."**

Dispatch will page all affected agencies with the following message, over backup paging systems and/or alternate communication methods (ex: Rave):

> **"SNO911 Phone and CAD systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."**

Dispatch will track unit status changes, monitor radios for emergency traffic, and relay radio traffic between talk groups when necessary (mutual aid requests, etc.)

Agency

Agencies should staff their FOC, fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to FOCs or Dispatch, as appropriate.

FOC

Advise Dispatch upon activation and communicate operational expectations.

Assign units to incidents, and track call/unit status changes.

Telephone/Radio:

Dispatch is unable to receive 9-1-1 calls, nor communicate with agencies over radio. Essentially, dispatch has been nullified. CAD is still available for; call creation, incident unit assignment, unit tracking, and chat functions.

SNO911

Dispatch will page all agencies with the following message via CAD:

> **"SNO911 Phone and Radio systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."**

Confirm FOC activation through alternate means of communication (CAD Chat, cellular phone, etc.)

Receive and enter incident information as provided from FOCs, and dispatch incidents through CAD.

Agency

Agencies should staff their FOC, fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to FOCs.

FOC

Advise Dispatch through alternate means of communication upon FOC activation.

Upon report of an emergency, notify Dispatch of the address or location of the emergency, the reason for the emergency, and any pertinent details.

Back up Dispatch Location

Snohomish County 911 South Campus is the only relocation dispatch center for Snohomish County 911 operations, providing limited dispatch positions. DEM and communications vans may also provide limited dispatch capability for Snohomish County 911 operations, if needed. If Snohomish County 911 operations relocate to South Campus, DEM or a communications van, Snohomish County 911 shall determine the level of service it will be able to provide.

3.8   RESTORATION OF SERVICES

BACK UP DISPATCH LOCATION.

If SNO911 operations relocate to an alternate location, or if alternate dispatch centers assume 9-1-1 call processing, SNO911 shall determine the level of service to be provided.

DOWNGRADE IN LEVELS

SNO911

During a multiple system failure event, if individual systems become operational, Dispatch may elect to activate or change to appropriate Level of Service as defined in this procedure. Dispatch shall notify the affected agencies in the appropriate manner for the Level of Service activated.

FOC (If activated)

FOCs will acknowledge the change in Level of Service and operate accordingly.

RETURN TO NORMAL SERVICES

SNO911

When normal operations resume, Dispatch shall announce on all appropriate talk groups and page all appropriate agencies, the following:

"SNO911 to all units and stations, Normal Operations are being resumed."

FOC (If activated)

FOCs will acknowledge the broadcast and confirm that they are standing down.

4.0 DISPATCH/RADIO PROTOCOLS

4.1 Communications Coordination

4.1.1 Recognizing Snohomish County 911 multi-jurisdictional communications responsibility and capabilities, all normal day-to-day type communications shall be coordinated by the dispatcher.

4.1.2 All agencies shall use alternate designated Talkgroups for the purpose of drills and training ~~subject to coordination with Snohomish County 911~~. Drills will not normally be conducted on dispatch or fire ground Talkgroups without the pre-approval of the dispatch center. Upon notice by a dispatch center or incident commander, all drill traffic will cease immediately if being conducted on a tactical Talkgroup.

4.1.3 Once an Incident Commander is established, all radio communications directed to SNO911 shall be made by the Incident Commander or his/her designee. No other units after arriving on the scene shall direct traffic to SNO911 unless an emergency situation arises and/or the Incident Commander cannot be raised.

4.1.4 Likewise, SNO911 shall only direct traffic to the Incident Commander or his/her designee, unless the above-described emergency arises.

4.2 800 MHz Site Trunking/Zone Controller Failure

The 800 MHz radio system is broken down in to two zones (Phase 1 and Phase 2). If there is a failure of the zone controller (which keeps the radio traffic flowing between both phases) mobile and portable radios will need to be switched manually back to their primary coverage zone (Site Trunking channel bank-Bank C). Radio coverage may be diminished, as both zones are not communicating with each other. If you travel outside your primary zone of coverage you may or may not be able to communicate with dispatch or other users depending on how close you are to your primary coverage zone. In the event of a zone controller failure, Dispatch will advise units to switch to the site trunking bank on their 800 MHz mobile and portable radios. Mobile and portable radios will display 'site trunking' on the LCD display, which is an indication to the field user that the radio must be 'switched' to the site trunking channel bank.

4.3 Emergency (EMER) Alerts

4.3.1 The 800 MHz radios are equipped with functions that will alert the Communications Center Dispatcher of a firefighter in need of assistance who cannot immediately relay a request for assistance verbally. Activation of the EMERGENCY ALERT on the radio shall be considered a life-threatening emergency in which normal communications will not meet the need for immediate assistance. Use of this function will be limited to situations where normal voice communications are either not possible or could increase the immediate danger to the firefighter. Examples of these situations include:

- The firefighter is unable to use the radio due to dealing with a dangerous situation (Hostage/Duress situation) Note: If activating unit responds "Code Blue" or "Firefighter Needs Help" the dispatcher should follow Code Blue procedure section 4.6.2.

- The firefighter is unable to use the radio due to injury.

- Radio traffic is too heavy to be able to relay a request for emergency assistance.

4.3.2 When the EMERGENCY button is pressed on the portable radio, the radio is placed in the EMERGENCY ALARM mode. When a radio is in emergency mode, communications from the activating unit are given the highest priority in the radio system.

4.3.3 The five-digit radio ID number (#####) of the radio is transmitted to dispatch. The user activating the EMERGENCY button will automatically be switched by the radio system to the EMER channel (channel 16) of the bank to which the activating radio was selected when the emergency button was pushed (note: if the fire radio is on a police Talkgroup the EMER will activate on the police Talkgroup). ~~CHECK FOR ACCURACY When a radio is used on a non Sno911 radio talkgroup agency such as Norcom, the EMER will be sent to the Norcom dispatcher?~~an interoperability talk group outside of the SNO911 radio system, the EMER will be transmitted to dispatch centers on that radio system.

4.3.4 Firefighter's names will not be used over the air when an emergency radio alert has been activated, unless requested by a jurisdictional authority. Only the Agency Name, radio ID and the unit number, if available, shall be used on the radio.

4.3.5 Agencies are responsible for following their predetermined policies relating to logging into service with radio numbers and keeping dispatch centers updated and advised of radio ID assignments.

4.3.6 Radio ID's will be built into the incident command/passport system for the IC to designate someone responsible to track the numbers during a large incident.

4.3.7 Training must reinforce these procedures so that users take the activation of the EMER button very seriously. When a planned use of the EMER button is anticipated for training, Dispatch must be notified prior to the activation.

4.3.8 Assigned to an incident, No Formal Incident Command

4.3.8.1 Single Radio EMER Activation

- Upon receipt of an EMERGENCY RADIO ALERT the dispatcher shall acknowledge the activation on the EMER channel, by stating the Agency Name, Radio ID number and inquiring about the unit's status. Any member hearing this message from their radio shall immediately contact Dispatch and relate their condition or status, if able to do so.

- If no response is received on the EMER channel the dispatcher shall determine the unit that activated the EMER. Use the RF command to open the Personnel Search window or check the radio ID list and attempt contact on the assigned dispatch or TAC channel.

- If the radio user is unable to safely respond in any manner and dispatch receives **no response** after both attempts a police response will be immediately dispatched and the jurisdictional fire authority advised.

A. Summary of Dispatch Steps – Single Radio Activation

- STEP 1/4: The dispatcher will make one attempt to contact the activating unit on the EMER Channel (SPMV EMER).

- STEP 2/4: If no response, the dispatcher will make one attempt to contact the activating unit on the assigned Dispatch or Primary Talkgroup.

- STEP 3/4: If no response to either attempt to contact, the dispatcher will send law enforcement (using HELP type code) to the last known location.

- STEP 4/4: The dispatcher will then broadcast the following information to the jurisdictional authority – Battalion Chief, Duty Chief, or page out the department if authority not on duty:

  - Indicate that an EMER was received

  - Jurisdiction authority.

  - The radio ID number

  - The jurisdiction of the unit

  - The unit number

  - The type of incident the unit is on.

  - The location

  - Police are responding

4.3.8.2 Multiple Radio EMER Activations

- If multiple EMER activations are received at the dispatch center, and the dispatcher identifies that the activating units are at the same incident or location, the dispatcher shall immediately dispatch law enforcement without contacting the activating units.

A. Summary of Dispatch Steps – Multiple Radio Activation

- STEP 1/1: The dispatcher will send law enforcement (using HELP type code) to the last known location.

4.3.9 Assigned to Incident, With Incident Command

4.3.9.1 Single Or Multiple EMER Activations

- Upon activation by a single unit assigned to an incident with Incident Command established, the dispatcher shall immediately notify the IC, and follow the steps for a single activation outlined above.

- Upon activation by multiple units assigned to a single incident with Incident Command established, the dispatcher will notify the Incident Commander of the emergency alert activation. The IC will; take responsibility of the emergency alert, update dispatch to further needs, and notify dispatch of the 'EMER' units' current and changed status.

4.3.10 Assigned to In Service Unit, (No Incident Assignment)

4.3.10.1 Single Radio EMER Activation

- If the unit issuing the alert is in service and not assigned to a call, Dispatch will make two (2) attempts to contact the unit, if no contact is made Dispatch will contact the jurisdictional authority including details of the last known location of the unit.

4.3.10.2 Multiple Radio EMER Activations

- If location determined, send LE. If not, attempt contact, notify command or tone agency and advise of the last known location of the unit(s).

4.3.11 Unassigned Radio

4.3.11.1 Dispatch will make two (2) attempts to contact the unit, if no contact is made Dispatch will contact the jurisdictional authority.

4.4 Safety Status Checks

Status checks will be initiated in situations which are considered to be a higher than normal risk (violence or other perceived unsafe situations) **where fire units are already on scene, not staged and law enforcement is needed or has been requested by a fire unit to respond 'Code'.** Status checks should occur every five (5) minutes until law enforcement arrives on scene or the fire unit on scene cancels further status checks. **Status checks should not be initiated for 'Code Blue' requests.**

Units requesting a law enforcement response for a call will specify in the request the basic nature of problem and the priority of the response as 'Code' or 'Non-code'.

Example: Engine 51 on scene of a BLS response dispatched as a 29 YOM fall patient
E51: **"E51 request PD code, unruly HBD family member"**
SNO911:**"Received E51 requesting PD code"**

If the field unit does not indicate the priority and nature of request, the Dispatcher shall inquire the nature and priority of the response. Priority code requests shall be entered as an Assist Fire (AF) or the appropriate law enforcement type code with text indicating the reported problem and the need for a 'Code' response.

4.4.1 Procedure

The Dispatcher will set a 5 minute timer in CAD for any Law Enforcement 'Code' request.

Example: 5 minute timer set for Engine 51 requesting Law Enforcement 'Code'
   UC5 E51

Dispatchers will inquire a unit's status when the 5 minute timer elapses by stating the unit number followed by the word "STATUS." The field unit must respond with the unit's current status.

Example:
SNO911: **"E31 STATUS"**
UNIT: **"E31 is okay, still awaiting Law Enforcement"**
SNO911: **"Received E31 okay"**

After making contact with the unit the Dispatcher shall reset the contact timer for an additional 5 minutes and repeat the procedure until Law Enforcement arrives on the scene or the unit advises "No further checks". If voice contact is established any time before the timer elapses, the dispatcher should reset the 5 minute status timer at that time, unless advised to cancel the status timer.

4.4.2   Procedure for Non-response from Fire Unit

The dispatcher will make two attempts to check a unit's status. If no response is received, the dispatcher will initiate a single alert tone followed by the unit identifier and the word "STATUS" for a third and final attempt for contact. If no response is given, the dispatcher will initiate a **"Code Blue/Firefighter Needs Help"** response by modifying the original police incident to 'HELP' with a supplement that the fire unit is not answering status checks. The fire dispatcher will then notify the fire agencies duty supervisor of the call via page. See section 4.6.2.

If the fire unit is in a <u>life threatening situation</u> and needs emergency police response, the correct response to status check should be "Code Blue", or an activation of the portable radio 'EMER' button, if the unit is unable to/unsafe to provide voice communication. Either one of these responses on a status check will immediately cause the dispatcher to create a **"Code Blue/Help the Firefighter"** response. See section 4.6.2.

Cancelling of status timer
At any time the requesting unit may cancel the status check timer. The unit should use plain English and advise dispatch to cancel the timer or state 'no further checks' after answering a status check.

Example:
UNIT: **"E60 okay, no further checks"**
SNO911: **Received, E60 okay, no further checks"**

The fire unit is required to advise the dispatcher when law enforcement arrives with them so the status timer can be cancelled. Cancelling the status timer does *not* cancel the police response; the unit will need to advise if law enforcement is no longer needed at the scene and that law enforcement may cancel.

Example:
UNIT: **"SNOCOM you can cancel timer and PD, patient is co-operating"**
SNO911: **Received, cancel timer and PD"**

If the fire dispatcher is notified by the law enforcement dispatcher that law enforcement is on the scene, the fire dispatcher shall check the fire unit's status before cancelling the timer.

The unit timer is cancelled in CAD by using the 'OK' command for the individual unit. A comment should be added with the reason the timer is being cancelled.

Example:
UNIT: **"OK E60, patient is co-operating"**
                Or
UNIT: **"OK E60, PD on scene"**

4.5   Radio Traffic Restriction

4.5.1   To effect an air restriction, the dispatcher transmits three alert tones and the following announcement:

"SNOCOM to all units and stations, the air is restricted for (situation) (location)"

4.5.2   To open the air for normal traffic, the dispatcher announces:

"**SNOCOM to all units and stations, normal traffic may resume"**

4.6   Radio Transmission Priorities

4.6.1   <u>EMERGENCY TRAFFIC</u>:

The IC is the only person who can initiate an emergency traffic report. Companies operating in and around the hazard zone will contact the IC with priority traffic reports and the IC will determine the need for emergency traffic and the corresponding tones. When emergency traffic is given, the IC will contact the Dispatch center directly to initiate the report. Once emergency traffic has been requested, the Dispatch center will immediately activate the emergency traffic tones.

The emergency traffic report should be structured in the following manner:

● The IC will contact the Dispatch center directly and ask for emergency traffic

● The Dispatch center will sound the emergency traffic tones

● The IC will deliver the emergency traffic radio report

● Once the report has been given, the Dispatch center will repeat the emergency traffic report verbatim on the channel it was given on.

Emergency traffic will receive the highest communications priority from the Dispatch center and the IC. All other units operating at the incident site will maintain radio discipline until the emergency traffic has been cleared by the IC. Once the situation that caused the Emergency Traffic has been mitigated (PARs obtained, power shut off, etc.), the IC should contact the Dispatch center and clear the Emergency Traffic with a brief report stating why.

EXAMPLE: "SNOCOM from Command, all Units have exited the structure with PARs. We are now in a Defensive strategy. Open the air to normal radio traffic".

All other radio traffic shall be restricted. Emergency traffic shall include:

A. Reports of possibly trapped or missing personnel.

B. A catastrophic change in the incident such as a building collapse, explosion, back draft, sudden flooding or release of a vapor.

C. Emergency **ABANDONMENT** (emergency PAR report required) of a building.

Example:

IC: **"SNOCOM and all units assigned to (name) command, this is an order to abandon the building"**

: Dispatch **TRANSMIT THREE ALERT TONES**

:Dispatch **"All units at (name) command, abandon the building, abandon the building, abandon the building, the air is restricted"**

Following the abandon announcement an emergency PAR report shall be conducted.

IC: **"[dispatch] and all units at (name) command standby for an emergency PAR report"**

The air is already restricted; you will not need to transmit the three alert tones again.

Dispatch: **"All units at (name) command, standby for an emergency PAR report, the air remains restricted"**

Dispatch will monitor radio traffic and assist the IC as requested.

Following roll call and with IC approval dispatch will open the air to normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

D. **MAYDAY:** Used to declare an emergency situation.

MAYDAY from a Known Field Unit

UNIT: **"(name) command from (unit), MAYDAY MAYDAY MAYDAY"**

IC: **"[dispatch] from (name) command, restrict the   air, MAYDAY from (unit)"**

Dispatch: **TRANSMIT THREE ALERT TONES**

Dispatch: **"[dispatch] to all units the air is restricted for a MAYDAY at (name) command"**

The IC may advise if a PAR report is required and when the air can be opened for normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

MAYDAY from an Unknown Unit

Unknown Unit: **"(name) command, MAYDAY MAYDAY MAYDAY."**

IC: **"[dispatch] from (name) command, restrict the air, MAYDAY received"**

Dispatch: **TRANSMIT THREE ALERT TONES**

Dispatch: **[dispatch] to all units at (name) command the air is restricted for a MAYDAY"**

The IC will conduct an emergency PAR report. Dispatch will monitor radio traffic and assist the IC as requested.

The IC will inform Dispatch when the air can be opened for normal traffic.

Dispatch**: "[dispatch] to all units at (name) command, normal radio traffic may resume"**

E. **EMERGENCY ROLL CALL:** The Incident Commander, Supervisor, Team Leader or Safety Officer determines a need for the PAR Report exists.

IC: **"[dispatch] and all units at (name) command, standby for an emergency roll call"**

Dispatch **TRANSMIT THREE ALERT TONES**

Dispatch: **"All units at (name) command, standby for an emergency roll call, the air is restricted"**

The IC will conduct the emergency roll call. Dispatch will monitor radio traffic and assist the IC as requested.

Following the roll call the IC will inform Dispatch when the air can be opened for normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

4.6.2 **4.6.2 CODE BLUE/FIREFIGHTER NEEDS HELP:** Code Blue/Firefighter needs help is an emergency request for law enforcement (hostage/ duress situation) from a fire unit. **The use of "CODE BLUE" or "FIREFIGHTER NEEDS HELP" will trigger an immediate law enforcement response**. The dispatcher will not question the unit as to why law enforcement is needed.

Examples:
UNIT: **"SNOCOM, (unit) CODE BLUE"**
or
"SNOCOM, (unit) FIREFIGHTER NEEDS HELP"

SNO911: **"(unit) received, CODE BLUE**
or
"(unit) received, FIREFIGHTER NEEDS HELP"

SNO911 dispatcher will create a law enforcement incident using the type code "HELP". **Do not notify the unit that law enforcement has been advised or is responding.**

Law enforcement responders will be notified that this is a **"Help the Firefighter"** situation and no further information is known.

The Dispatcher shall also send a department page CODE BLUE [unit identifier], which advises the on duty department authority to call dispatch for details of the Code Blue:

Click the manual page from the CAD dispatch ribbon. Click on groups, find the appropriate group and add to the message recipients category and then fill out the message CODE BLUE [unit identifier] Example: "CODE BLUE E1".

If the CODE BLUE situation changes and Law Enforcement is no longer needed to respond CODE or can CANCEL, the firefighter will advise the dispatcher "CODE 4" and include the LE response mode. CODE 4 is the only proper response to a declaration of CODE BLUE.

> **CODE 4 (Law Enforcement no longer needed/can cancel)**
> **CODE 4 (Continue Law Enforcement non-code)**

Any response other than CODE 4 will be considered a continuation of a CODE BLUE – Firefighter needs HELP, and Law Enforcement will be advised to continue CODE.

Examples:
UNIT: **"SNOCOM, (UNIT) CODE 4 Law Enforcement no longer needed"**
                                        or
UNIT: **"SNOCOM, (UNIT) CODE 4 Continue Law Enforcement non-code"**

Dispatch**: "(UNIT) received CODE 4 Law Enforcement no longer needed"**
                                        or
Dispatch **"(UNIT) received CODE 4 Continue Law Enforcement non-code"**

4.6.3 Priority Traffic

Priority radio traffic includes situations that have the potential of escalating into emergency traffic. Radio traffic may be restricted.

4.7 Incident Response Designators/Alarm Levels

4.7.1 All Snohomish County 911 user agencies shall utilize the approved incident response plain language designators. All dispatches will be announced by the appropriate plain language designators.

4.7.2 The Incident Commander shall communicate with the dispatcher to request additional resources (E.g. additional units. second, third, fourth alarms; strike team/task force).

4.7.3 Subsequent response requests shall be created using a new call for service with the appropriate call type at the same address with the appropriate alarm level.

4.8 Radio Communication Codes

4.8.1 For the purpose of standardization for all Snohomish County 911 users and radio communication brevity, specific response and assistance code designators are established. The response code designators shall be used only as the specific

situation or activity dictates. ALL OTHER RADIO LANGUAGE SHALL BE PLAIN ENGLISH.

4.8.2 RESPONSE CODES shall be agency initiated to designate the method and manner that an emergency vehicle is responding or operating. It shall also designate the nature of certain responses.

A. CODE: Emergency response in accordance with responding agency's policy. (Normally with emergency lights and sirens activated).

Example:
UNIT:	**"SNOCOM from Aid 81"**
SNO911:	**"Aid 81"**
UNIT:	**SNOCOM Aid 81, dispatch an ambulance CODE to this location"**
SNO911:	**"Aid 81, received requesting ambulance CODE"**

A. NON-CODE: Non-emergency response in accordance with responding agency's policy. (Normally without emergency lights and sirens activated).

Example:
UNIT:	**"SNOCOM from Battalion 7"**
SNO911:	**"Battalion 7"**
UNIT:	**"Battalion 7, advise all units except Engine 76 to respond NON-CODE"**
SNO911:	**"Battalion 7received, all units except Engine 76 respond NON-CODE"**
SNO911:	**"SNOCOM to all District 7 units except Engine 76, respond NON-CODE"**

A. CANCEL: Discontinue response to the scene or incident assigned.

Example:
UNIT:	**"Engine 31 from Battalion 31"**
UNIT:	**"Engine 31"**
UNIT:	**"Engine 31, you may CANCEL**
UNIT:	**"Engine 31 received CANCEL"**

4.8.3 Assistance Code Designators
Used to request specific needs for assistance in critical situations where either brevity or "code language" is needed to prevent the situation from worsening. Fire and EMS personnel shall use PLAIN ENGLISH rather than Assistance Codes. **EXCEPTION: Assistance codes may be used in sensitive situations.** Assistance Codes are listed in Appendix 5.1.

4.8.4 Other Codes: See Appendix 5.1 for law enforcement codes (for reference only).

4.9 Transmissions

4.9.1 Radio transmissions will begin by calling the radio name or number that they are transmitting to, followed by their own radio name or number.

Examples:
UNIT:	**"SNOCOM from Chief 71"**
UNIT:	**"Engine 32 from Aid 51"**
SNO911:	**"Battalion 51 from SNOCOM"**
UNIT:	**"Engine 31 received CANCEL"**

4.9.2 Once a transmission series has been established, it is not necessary to repeat radio names for each transmission.

4.9.3 Upon completion of an informational radio transmission, the unit affected will reply, "received". The text of informational type transmissions need not be repeated. NOTE: "Received" signifies a message is received and understood. If the message is unclear or not understood ask for clarification.

Examples:
> **"Station 71 received"**
> **"District 26 received"**

4.9.4 The text of transmissions pertaining to orders or requests to shall be repeated so the message is understood.

Examples:

UNIT: "**SNOCOM from Chief 71**"
SNO911: **"Chief 71"**
UNIT: **"Chief 71 Request Fire Marshal"**
SNO911: **"SNOCOM received, Fire Marshal requested"**

SNO911: **"Chief 71 from SNOCOM"**
UNIT: **"Chief 71"**
SNO911: **"Chief 71, Fire Marshal responding, ETA 15 minutes"**
UNIT: **"Chief 71 received, Fire Marshal ETA 15 minutes"**

4.9.5 The text of transmissions pertaining to orders where formal Incident Command has been established shall be repeated so the message is understood and confirmed as correct by the Incident Commander.
Example:
COMMAND: **"A48 from 215 Command**
UNIT: **"A48"**
COMMAND: **"A48, Bring a hand light to staging"**
UNIT: **"A48 received hand light to staging"**
COMMAND: **"Affirmative, A48"**

If a unit does not repeat the order the Incident Command shall ask the unit to repeat the order or request. If the order or request is not repeated correctly the Incident Commander shall repeat the order or request until fully understood.

4.10 Dispatch of Incidents (Locution Failure or Deactivation)
4.10.1 Page the call and announce twice in the following order:
"(Recommended units), (CAD incident type), (address), (any safety/critical information), (Talkgroup assignment)"

Examples:

"Engine 1, Medic 1, MEDX response, thirty-two twelve Hewitt, CPR in progress, TAC 1."

Repeat 2nd time using individual numbers in the address:
"Engine 1, Medic 1, MEDX response, three two one two Hewitt Avenue CPR in progress, TAC 1"

> or

"E31, A32, M31, B31, MVC-Entrapment, two seventy-six fourteen, one hundred seventy nine Street Southeast, grid 525, TAC 3."
Repeat 2nd time using individual numbers in the address:
"E31, A32, M31, B31, MVC-Entrapment, two seven six one four, one seven nine St SE, grid 525, TAC 3."

4.10.2 Any critical medical/safety information, if known, shall be given as a short report after units go enroute:

- CPR in progress
- Not breathing
- Unsecured scene
- Standby for Law Enforcement
- During stressed operations, follow the prescribed procedure for altered levels of operation.

4.11 Response Times

4.11.1 Units assigned to an incident are required to go enroute via radio or MDC within two (2) minutes from initial dispatch. If the three (3) minute dispatch timer is displaying and **no unit that is assigned to the incident has responded**, the Dispatcher will:

- First attempt radio contact with any personnel from the assigned jurisdiction by radio.

- If contact is made with personnel from the jurisdiction, the Dispatcher will inquire if a re-page is needed. The incident will be re-paged only if requested.

- If units fail to go enroute within one (1) minute of a second page, the Dispatcher will determine the next closest jurisdiction and add their department wide page using the manual page option in CAD.

- The Dispatcher should then attempt to make appropriate notifications to command staff of any attempts to dispatch an incident without a response.

4.11.2 All units assigned to incidents are responsible to advise SNO911 via radio or MDC that they are enroute, on-scene, or clear of an incident. SNO911 is responsible for tracking these times. If a unit fails to go enroute, the Dispatcher shall be proactive in establishing communication with that unit and ensuring an appropriate level of response is being made. As traffic permits, dispatchers may make radio calls for units as soon as two (2) minutes after initial dispatch if a unit has failed to acknowledge being enroute.

4.11.3 The Dispatcher shall also be responsible for notifying the Incident Commander of any unit that has not responded within three (3) minutes on a multi-unit response. Command staff shall determine if a re-page of that unit is necessary or if additional apparatus is required. The Dispatcher shall also notify command staff of any 'incomplete' Fire Response Level (FRL) recommendations in the CAD system.

4.12 Documentation of Incident Call Times

The Dispatcher is required to provide accurate documentation of all incident call times (enroute, on-scene, clear, etc.). There may be times when higher priority tasks prohibit this from occurring. The Dispatcher shall attempt to update the CAD record when a known time is missed by using the correct call time. If the call time is known or can be obtained from the radio recorder the dispatcher shall note the correct time in the narrative of the call. The Dispatcher should never enter a time they know to be

incorrect. All CAD call times should accurately reflect status changes as reported by units in the field either by MDC or voice communication to the Dispatcher.

4.13 Dispatch Report

4.13.1 Dispatcher will provide a report to first responding unit unless a command unit has been dispatched; in this case the report shall be given when the command unit responds. Including:

    A. Details of the incident

    B. Critical medical/safety information

4.13.2 Any unit may ask for the dispatcher report or any other information needed when responding to an incident.

4.13.3 Dispatcher shall confirm address, and if necessary correct any incorrect address stated by the responding unit.

4.13.4 Units responding by MDC shall not be provided a dispatch report unless requested or if additional critical/safety information is received after the initial dispatch.

4.14 Multiple Unit Responses

4.14.1 When multiple units are responding to the incident, the first arriving unit shall transmit a brief initial report. Including:

    A. Arrival (address correction if needed).

    B. Initial Radio Report (IRR) (see Appendix 5.2).

4.14.2 In major incidents, the Incident Commander shall advise SNO911 as soon as possible the location of the command post.

4.14.3 Once the Incident Commander is established at the scene of an incident, All RADIO TRAFFIC to SNO911 <u>shall</u> be made by Incident Commander or his/her designee; no other units shall contact SNO911.

4.14.4 The Incident Commander shall, when appropriate, transmit to SNO911 "situation under control".

4.14.5 If units are ready or 'in-service' for another alarm while at the scene of an incident, the Incident Commander/designee shall make the report for appropriate apparatus at one time. Dispatch shall not place unit/s in service until so directed. Individual units need not put themselves in service unless it is a single apparatus notification.

Examples:

UNIT: **"SNOCOM from Battalion 71"**
SNO911: **"Battalion 71"**
UNIT: **"Battalion 71, all units assigned to 35th Command units are in service."**
SNO911: **"SNOCOM received all - units in service."**

        or

IC: **"SNOCOM from Firetrail Command"**
SNO911: **"Firetrail Command"**
IC: **"Firetrail Command, Engine 64 and Aid 64 are in service"**
SNO911: **"SNOCOM received, Engine 64 and Aid 64 in service"**

or

IC: **"SNOCOM from Firetrail Command"**
SNO911: **"Firetrail Command"**
IC: **"Firetrail Command, place all Marysville units from Firetrail Command in service except Engine 64"**
SNO911: **"SNOCOM received all units from Firetrail Command in service except Engine 64"**

4.15   Multiple Incidents for One Fire District/Department

4.15.1 The Incident Commander/designee shall monitor their primary dispatch channel when possible while operating on an alternate Talkgroup.

4.15.2 The Incident Commander may request the dispatcher via radio, for notification of any additional alarms that may be received within their jurisdiction while operating on an alternate Talkgroup.

4.15.3 If there is no response to the second incident within two minutes, the Fire Dispatcher will re-page the second incident and then request instructions from the first Incident Commander how the second incident is to be handled.

4.15.4 This procedure shall apply to all subsequent incidents that may occur simultaneously for that individual fire district/department.

4.16   Ten-Minute Onscene Timers

The following are the incident types where 10-minute timers will automatically be assigned::

- **FRC (Fire Residential Confirmed)**

- **FCC (Fire Commercial Confirmed)**

- **FWI (Fire Wildland Interface)**

- **MCI (Mass Casualty Incident-All responses)**

- **HZ (HAZMAT-All responses)**

- **MEDX (Upgraded Medic Response)**

- **MVCE (Motor Vehicle Collison – Extrication)**

- **All Technical Rescue Responses**

- **CRP (Community Paramedic/Resource Responders)**

The Incident Commander may ask for a 10-minute timer on any incident and may ask for other time increments for notification.

The CAD system will generate an elapsed time notification every 10 minutes until Command cancels the timerThe Dispatcher will verbally pass this information to the Incident Commander until the situation is declared under control and/or Command requests to discontinue notifications.

Examples: "(Name) Command, fire plus 10" (Announce after first 10 minute CAD notification)
"(Name) Command, fire plus 20" (Announce after second 10 minute CAD notification)

4.17   Jurisdictional Questions

If the jurisdiction of an incident is in question the dispatcher shall make the best estimate for response. Dispatchers should consider sending both agencies if the location falls within question. Jurisdictional questions will be handled after the incident.

4.18   No Mans Land

Dispatch will dispatch the closest (best estimate) jurisdiction to any potential Fire/EMS response that is determined to be in a 'No Mans Land" (no FRP assigned) area for their department authority's determination for response.

4.19   Station Move-Ups

4.19.1 The Move Up command should be utilized whenever a unit is temporarily relocated to another station and requires the ability to be placed AIQ at that station for response needs (example; cross staffed units relocating to another station as back fill), or does not have GPS location tracking available in CAD.

4.19.2 The Move Up command requires units to be relocated back to their home station upon their return. Failure to relocate a unit to its home station will result in incorrect response recommendations.

4.19.3 Units requiring   to be relocated to another station are to verify the desire to use the Move Up command by the dispatcher.
Example:
E61:   **"SNOCOM Engine 61, request move up to Station 62."**
Dispatch: **"Engine 61, Move Up to Station 62, advise when moving back to Station 61 and request to cancel Move Up status."**

4.19.4 Units returning to their home station after a move up, shall verify that the unit is properly assigned to its' home station in the appropriate CAD Unit Management program.

4.20   ETA Notifications

To save radio time and telephone calls, field personnel shall not routinely request ETAs of other responding units from Snohomish County 911. The Dispatcher will make an ETA advisory if known, or state unknown.

Examples:
SNO911: **"Aid 60 from SNOCOM"**
UNIT: **"Aid 60"**
SNO911: **"Aid 60, Northwest AMB ETA 10 minutes"**
UNIT: **"Aid 60 received Northwest AMD ETA 10 minutes"**

                or

SNO911: **"Chief 87 from SNOCOM"**
UNIT: **"Chief 87"**
SNO911: **"Chief 87, PUD advised, ETA unknown."**
UNIT: **"Chief 87 received PUD advised, ETA unknown."**

NOTE: See section 5.12 PUD Notifications

4.21   Railroad Notifications

4.21.1 To ensure responder safety, immediate notification shall be made to Burlington Northern Santa Fe Railway (BNSF) to stop all train traffic when units respond to incidents that are on or directly infringe upon the railroad right-of-way or tracks. Responders shall request Snohomish County 911 contact BNSF Railway (800-832-5452 option 1) to advise when they will be on or directly infringing upon the railroad right-of-way, and request that train traffic through the affected area be stopped. The request to stop train traffic should be made prior to any emergency responders entering, operating on, or infringing upon, the railroad right-of-way.

4.21.2 Upon any request, made by BNSF, for Police, Fire or EMS response to a railroad right-of-way, the Snohomish County 911 dispatcher shall ensure that the train-dispatcher has been advised to stop all train traffic through the affected area.

4.21.3 The train dispatcher shall be asked to call back when they have confirmed that all rail traffic has been stopped. This confirmation of all rail traffic stopped shall be relayed to the incident command officer.

4.21.4 At the conclusion of the incident, the dispatcher shall notify BNSF that all units have cleared the scene and that normal train traffic may resume.

4.21.5 Responders may, at their discretion, request train traffic be slowed in the area of an incident.

4.22 TRI-COUNTY SCENES OF VIOLENCE PROTOCOL

Snohomish, King, and Pierce county Fire and Police have adopted the Tri-County Scenes of Violence Protocol. All three Counties have agreed upon this plan to provide a standardized response to incidents that place responders and the public danger of physical harm due to violent criminal activity in an unsecured incident.
Full protocol is listed in Appendix section 5.20

4.22.1 Examples of Unsecured Scene/Area
A. ASSAULT INVOLVING WEAPONS PRESENT OR PROBABLE VIOLENCE WITH INJURIES,
B. THREATENED SUICIDE INVOLVING WEAPONS AND/OR THREATS OF VIOLENCE TO OTHERS,
C. HOSTAGE VIOLENCE,
D. SLUMPERS*

NOTE: ANYTIME FIRE/EMS PERSONNEL ARE ENDANGERED LAW ENFORCEMENT SHOULD BE REQUESTED

*SLUMPER calls require both a police and fire/EMS response but normally do not fit into the definition of an **Unsecured Scene/Area,** and may not require a Code response from the fire responder.

4.23 COMMUNICATIONS FOR UNIFIED COMMAND

All joint police/fire SAR/DIVE operations ~~shall utilize~~should consider unified command to facilitate coordinated efforts. Other major joint police/fire operations shall utilize unified command when determined by the incident commander.

4.23.1 Unless otherwise indicated, ~~PSOPS N3 (with the~~ 'SNO OPS' talkgroups ~~as back-up if a PSOPS N3 is unavailable)~~ shall be designated as the 'interoperability' operations talkgroup/s for unified command purposes. The SNO911 Supervisor

will be notified by the incident commander, and will advise the responding agencies which 'common' talkgroup is available. Once dispatched, the responding police and fire commanders shall monitor ~~PSOPS N3 (or~~ the designated 'SNO OPS' talkgroup~~)~~. All other units should refrain from using the unified talkgroup until assigned to incident operations. Non-incident critical communications shall take place on agency primary talkgroups or by other means to avoid interference with unified command operations. Once on-scene, police and fire commanders shall establish a physical joint command post.

4.23.2 If resources are already deployed at an incident location when it is determined that unified command shall be established, and it is not feasible for the deployed resources to switch to a 'common' talkgroup, SNO911 will, upon request of the Unified Command, establish a 'PATCH' between the appropriate Police and Fire talkgroups. This will be done without question or hesitation to ensure responder safety. A patch between talkgroups shall only be done at the request of the Incident Commander.

4.24 CAD Alerts

4.24.1 The CAD Alert file contains entries to assist the Dispatcher in providing useful information to field units. All 'warning' entries are considered potential hazard/safety information. CAD Alert entries can be exact address match or within proximity to an incident address. The Dispatcher must determine if the information displayed is relevant to the incident and relayed to all responding field units

4.24.2 Agency personnel may request an entry into Premise Information by submitting the form found in Appendix 6.00.

4.25 Bomb Threats

All reports of bomb threats shall be sent as a law enforcement response and a priority notification (NOTICP) to the fire jurisdiction. The details of the 'NOTICP' incident shall not be broadcast by radio. All priority notices will be paged <u>without</u> a voice dispatch then cleared by the dispatcher. If further information needs to be relayed, the dispatcher shall either call the department authority (Battalion Chief, Duty Chief, etc.) or advise the on duty authority to call dispatch for the information. There shall be no further action after the notification is made unless the jurisdictional authority advises otherwise. An actual explosion, not threat, should have a dual law enforcement and fire department response to the incident.

4.26 Incident Cancellations

At no time will dispatch cancel or call off Fire/EMS responses once the call has been dispatched. The responding jurisdictional authority will be notified of false alarms or supplemental information and will make the final determination if units should continue to the scene, cancel the response, etc.

4.27 Restricted Communications

4.28.1 Complaint Information Disclosure

Citizens requesting that their name not be disseminated or non-published information shall be given to field units via other means i.e. cellular phone, pager, MDC. (Exception: if no other means is available and the units indicate the information is vital, the information shall be given via radio.)

4.28.2 Communicable Diseases

RCW 70.24.105 and WAC 246-100-011 (33) restrict broadcast of sexually transmitted diseases over the radio or MDC terminal.

NOTE: Broadcast of respiratory diseases particularly dangerous to field personnel (including TB, meningitis, Hepatitis A, whooping cough and measles) are not restricted from broadcast by law.

4.28.3 HIPAA (Health Insurance Portability and Accountability Act)

Initial patient health care information that is electronically or verbally transmitted to field responders must be cautiously protected.

NOTE: A patient's name should **not** be given by radio to first responders unless necessary for patient care.

4.28 Weather Bulletin Broadcasts

The National Weather Service intermittently issues special weather statements or seasonal forecasts for Western Washington, including Seattle, Tacoma, Everett and vicinity. These forecasts relate to hazardous weather conditions including flooding, snow warnings, Red Flag warnings, high winds, ice, etc. When Snohomish County 911 receives a special weather bulletin that forecasts immediate changes in weather status, that information will be sent to all fire agencies using the 'all broadcast' via CAD.

4.29 Dispatcher Contacts

4.29.1 Telephone calls to dispatchers are limited to supervisory personnel only. Non-supervisory personnel requiring telephone contact with a dispatcher will provide a telephone number via radio to the dispatcher. The dispatcher will telephone the field unit as time allows.

4.29.2 Dispatchers will not be available to make non-incident related telephone contacts for field units.

4.29.3 If phone rings 3 times, hang up and try later.

4.30 Radio Tests

4.30.1 Snohomish County 911 shall not conduct regular radio, pager or station alerting tests.

4.30.2 When any agency is conducting radio, pager, station alerting, or announcements, they shall comply with sections 3.4 and 5.6.

4.31 Individual Radio Identification

Addresses radio call signs for the use of portable radios by each member of a company, crew or team having an assigned radio. (Reference Snohomish County Chiefs' Association Document 20-04-XX)

4.31.1 **Driver** - The driver shall be the individual assigned to drive and operate the apparatus. This is often referred to as the engineer, pump operator, ladder operator, or apparatus operator. The word Driver shall be the descriptor and verbiage used for radio communication to identify this position.

4.31.2 **Officer** – The individual assigned as the officer in charge of the particular piece of apparatus and its personnel assigned to the apparatus, often referred to as the company officer or engine boss. The radio identification of this individual is accomplished by using the radio designation of the apparatus. No other identifier shall be needed.

4.31.3 **Crew member** – Other crew positions on the apparatus are commonly identified by position names such as hydrantman, nozzleman, pipeman etc. However for the purposes of radio communications these positions shall be assigned a number preceded by the word "Mike" This identification shall be preceded by the apparatus identifier.

Example:
A nozzleman on Engine five shall be verbally identified as:
"Engine Five Mike One"

4.31.4 Most communications with apparatus shall be directed at the company officer thereby utilizing the apparatus identifier. The use of other identifiers shall be used when a specific position or member of the crew is needed in the communication. Each crew member is responsible for knowing and using his/her call identification.

4.32 Alpha Paging

The SNO911 Wireless Alpha Numeric Paging system is a separate VHF high speed text messaging/alerting system that is independent of the 800 MHz radio. The SNO911 CAD system has been intergraded with the paging system to automatically send CAD text to pagers worn by users in the field. Paging may be done from any CAD terminal or MDC. non-incident

4.32.1 Group Pages

A group page contains multiple entities for the purpose of paging multiple devices at the same time. For example the group 'ALLFIR' is made up of all the SNO911 fire departments.
Current group pages include the following:
SNO ALLFIR   ALL SNO911 FIRE DEPARTMENTS
SNO Fire TAC 1   EVERETT FIRE & COUNTY AIRPORT FIRE
SNO Fire TAC 3   ALL DEPARTMENTS ASSIGNED TO EAST COUNTY RADIO
SNO Fire TAC 5   ALL DEPARTMENTS ASSIGNED TO NORTH COUNTY RADIO
SNO Fire TAC ~7~2   ALL DEPARTMENTS ASSIGNED TO SOUTH COUNTY RADIO
SNO Fire TAC 3   ALL DEPARTMENTS ASSIGNED TO NORTH &~7~ EAST
COUNTY RADIO

ZONE9   ALL DEPARTMENTS WITHIN ZONE 9
ZONE10   ALL DEPARTMETNS WITHIN ZONE10
ZONE11   ALL DEPARTMENTS WITHIN ZONE 11
ZONE12   ALL DEPARTMENTS WITHIN ZONE 12

4.32.2 Paging Supplemental Incident Information

Supplemental information relating to an incident should only be paged by the dispatcher under the following guidelines:

1. Responder safety information is received that was not included in the initial page of an incident and contact has not yet been made with a responder by radio. (The dispatcher should always first check to see if contact can be made by radio.)
2. A request is made by the Incident Commander to have information paged.

4.32.3 Field Requests to Dispatch for Paging

Not all fire agencies have set up their department paging the same. Fire agencies are responsible for knowing which 'entities' can be paged when making requests to dispatch. For example a department should not ask for an individual station to be paged if their department has not been set up to so. If a request is made using an 'entity' that cannot be paged the dispatch shall send a department wide page (XXPAGE) with the specific information in the page text.

4.32.4 Administrative Paging

All administrative (non-incident related) pages should be sent from a fire station terminal or MDC. SNO911 dispatchers should not be asked to send these pages unless a station terminal or MDC is not available.

4.32.5 Back-up Paging

In the event that the SNO911 CAD system is out of service, the dispatcher has the ability to use back-up paging (PageGate) that is independent of the CAD system for dispatching of incidents. The back-up paging only sends out department wide pages with free form text entries. When SNO911 is using back-up paging, each department shall be responsible for determining which apparatus needs to respond.

5.0   APPENDIX

5.1   Other Codes

5.1.1   By **reference only** the following codes are used by Snohomish County 911 law enforcement agencies:

CODE 1   This is a non-emergency response to be used in a situation where an officer's safety would be enhanced by the presence of a second unit.

- Routine air traffic with dispatcher discretion.
- Non-emergency response from second officer, proceed without delay.
- Second unit must make a least visual contact with the requesting officer.

CODE 2   This is an emergency situation response by available units. **Officer to define amount of help needed.**

CODE 3   **This is to be used in a HELP-THE-OFFICER situation.** It is a situation where the requesting officer is in a life-threatening situation. This is an emergency response by all available units regardless of

jurisdictional boundaries unless otherwise directed. A **Code Blue** request from a fire agency shall be treated as a **Code 3** response.

CODE 4   To be used when __NO ADDITIONAL UNIT(S) NEEDED__ and/or situation is under control. When the CODE 4 is given, all units not at the scene will clear from the incident unless otherwise directed.

BRAVO   BOMB RELATED INCIDENTS

WSP   Washington State Patrol utilizes the verbiage "WSP" to initiate a 'Help the Officer' response. Agencies should avoid using this term when requesting or referring to the Washington State Patrol. "State Patrol" should be used.

5.1.2   Washington State Hospital Association Emergency Codes

CODE RED – Fire
CODE BLUE - Heart or Respiration Stopping
CODE ORANGE – Hazardous Material Spill or Release
CODE GRAY – Combative Person
CODE SILVER – Person with Weapon/Hostage Situation
AMBER ALERT – Infant and Child Abduction
EXTERNAL TRIAGE – External Disaster
INTERNAL TRIAGE – Internal Emergency
RAPID RESPONSE TEAM – Rapid Response Team
"CODE (NAME)" CLEAR – To Clear a Code

5.2   Initial Radio Report

Examples:

Building/Area Description	Size Height Occupancy Type
Describe the Problem	Smoke/Fire Conditions Location
Initial I.A.P.	Tasks Location Objectives
Declaration of the strategy	Offensive Defensive
Resource Determination	

Assume/Name Command	
Additional: Follow up Reports – 360's	Result of 360 #of Stories in rear Basement/Type Problem-if different Any Change to I.A.P Any Immediate Life Safety Other hazards
Accountability Locations	Alpha, Bravo, Charlie, Delta
Any other Immediate Safety Concerns	Electrical drop, pool, etc.
Traffic Accidents	1 car roll-over, off the road / 2 Car High-Speed Head-On, Blocking, Checking for Injuries/Put Airlift on Standby/Laying A Pre-Cautionary Pre-Connect Etc.

5.3   Phonetic Alphabets

LAW ENFORCEMENT

A	ADAM
B	BOY
C	CHARLES
D	DAVID
E	EDWARD
F	FRANK
G	GEORGE
H	HENRY
I	IDA
J	JOHN
K	KING
L	LINCOLN
M	MARY
N	NORA
O	OCEAN
P	PAUL

MILITARY ALPHABET

A	ALPHA
B	BRAVO
C	CHARLIE
D	DELTA
E	ECHO
F	FOXTROT
G	GOLF
H	HOTEL
I	INDIA
J	JULIET
K	KILO
L	LIMA
M	MIKE
N	NOVEMBER
O	OSCAR
P	PAPA

Q	QUEEN
R	ROBERT
S	SAM
T	TOM
U	UNION
V	VICTOR
W	WILLIAM
X	X-RAY
Y	YOUNG
Z	ZEBRA

Q	QUEBEC
R	ROMEO
S	SIERRA
T	TANGO
U	UNIFORM
V	VICTOR
W	WHISKEY
X	X-RAY
Y	YANKEE
Z	ZULU

5.4   Time Conversion Chart

12:00 Midnight	=	0000 HRS
12:01 AM	=	0001 HRS
1:00 AM	=	0100 HRS
2:00 AM	=	0200 HRS
3:00 AM	=	0300 HRS
4:00 AM	=	0400 HRS
5:00 AM	=	0500 HRS
6:00 AM	=	0600 HRS
7:00 AM	=	0700 HRS
8:00 AM	=	0800 HRS
9:00 AM	=	0900 HRS
10:00 AM	=	1000 HRS
11:00 AM	=	1100 HRS
12:00 Noon	=	1200 HRS
1:00 PM	=	1300 HRS
2:00 PM	=	1400 HRS
3:00 PM	=	1500 HRS
4:00 PM	=	1600 HRS
5:00 PM	=	1700 HRS
6:00 PM	=	1800 HRS
7:00 PM	=	1900 HRS
8:00 PM	=	2000 HRS
9:00 PM	=	2100 HRS
10:00 PM	=	2200 HRS

| 11:00 PM | = | 2300 HRS |

5.5 CAD Incident Type Code/Priority List

AID CALL	AID	7~~5~~F
AID CALL (ENTERED BY POLICE DISPATCH	AIDP	3~~2~~F
AIRCRAFT CRASH LIGHT PLANE	AIR	1F
AIRCRAFT CRASH COMMERCIAL PLANE	AIRC	1F
AIRCRAFT STANDBY	AIRS	4~~3~~F
BACK COUNTRY TRAIL RESCUE	BCTRAIL	3~~1~~F
BLS RESPONSE – PRIORITY ~~————————~~	BLS1	4~~3~~F
BLS RESPONSE – NON-PRIORITY	BLS2	4F
BLS RESPONSE – NON-EMERGENCY	BLS3	5F
COMMUNITY ASSISTANCE, REFERRAL, AND EDUCATION	CARE	7F
~~BLS NON CODE RESPONSE~~	~~BLSN~~	~~4F~~
CARBON MONOXIDE ALARM	COA	4~~3~~F
CARBON MONOXIDE MEDICAL RESPONSE	COAM	3~~2~~F
COMMUNITY RESOURCE PARAMEDIC	CRP	7~~5~~F
FIRE CALL*	FIRE	7~~5~~F
FIRE ALARM – COMMERCIAL ~~— COMMERCIAL~~	FAC	4~~3~~F
FIRE ALARM – RESIDENTIAL	FAR	4~~3~~F
FIRE ALARM – SPRINKLER WATERFLOW	FAS	4~~3~~F
FIRE BRUSH, GRASS OR WILDLAND FIRE	FB	3~~2~~F
FIRE COMMERCIAL	FC	2~~1~~F
FIRE COMMERCIAL CONFIRMED	FCC	1F
FIRE FERRY BOAT	FFB	1F
FIRE INVESTIGATION	FI	4~~3~~F
FIRE RESIDENTIAL	FR	2~~1~~F
FIRE RESIDENTIAL CONFIRMED	FRC	1F
FIRE SINGLE ENGINE RESPONSE	FS	3~~2~~F
FIRE SINGLE ENGINE NON-CODE RESPONSE	FSN	6~~4~~F
FIRE TYPE UNKNOWN	FTU	3~~2~~F
GAS LEAK INSIDE STRUCTURE	GLI	3~~2~~F
GAS LEAK OUTSIDE STRUCTURE	GLO	3~~2~~F
HAZMAT RESPONSE	HZ	3~~2~~F
MASS CASUALTY INCIDENT	MCI	1F
MEDIC RESPONSE – EMERGENT ~~———~~	MED1	3~~2~~F
MEDIC RESPONSE – PRIORITY	MED2	3F
MEDIC RESPONSE – NON-PRIORITY	MED3	4F
MEDIC UPGRADED RESPONSE	MEDX	1F
MOTOR VEHICLE COLLISION	MVC	4~~3~~F
MOTOR VEHICLE COLLISION ENTRAPMENT	MVCE	1F
MOTOR VEHICLE COLLISION FIRE	MVCF	1~~2~~F
MOTOR VEHICLE COLLISION MEDIC	MVCM	1~~2~~F
MOTOR VEHICLE COLLISION NON-CODE	MVCN	5F
MOTOR VEHICLE COLLISION PEDESTRIAN/BIKE MEDIC	MVCP	1F
MOVE UP	MU	7~~5~~F
MUTUAL AID ALS	MAA	3~~2~~F
MUTUAL AID BLS	MAB	3~~2~~F
MUTUAL AID FIRE	MAF	4~~3~~F
MUTUAL AID HAZMAT	MAH	4~~3~~F
MUTUAL AID RESCUE	MAR	2~~1~~F
NOTICE NON-PRIORITY	NOTICE	7~~5~~F
NOTICE PRIORITY	NOTICEP	2~~1~~F
NURSE LINE REFERRAL	NURSE	6~~4~~F
SERVICE CALL RESPONSE	SC	6~~4~~F
STRIKE TEAM OR TASK FORCE REQUEST	STRIKE	2F

TECHNICAL RESCUE CONFINED SPACE	RESCS	21F
TECHNICAL RESCUE HIGH/LOW ANGLE	RESA	21F
TECHNICAL RESCUE STRUCTURE	RESST	21F
TECHNICAL RESCUE TRENCH	RESTR	21F
TECHNICAL RESCUE WATER-RIVER/SWIFT WATER	RESSW	1F
TECHNICAL RESCUE WATER-SURFACE WATER	RESWA	1F

*Used for call entry by non-certified call takers only when there are no certified call takers available. The Fire dispatcher is responsible for modifying the incident to the appropriate type code based on the text entry prior to dispatch of the call.

5.6 Fire/Medical Event Type Code Definitions

Responders may upgrade or downgrade responses at the discretion of their agency's policies.

AID CALL .... **AID/AIDP**
Used for processing all medical calls taken **by non-EMD certified call takers and certified call takers without direct access to the Snohomish County EMD Guidelines due to extraordinary circumstances when certified dispatch personnel are not available.** May also be utilized by police dispatchers requesting an EMS response for law enforcement units in the field.

AIRCRAFT CRASH LIGHT PLANE ....**AIR**
A crash or reported crash of a single engine aircraft (i.e. Cessna, Beechcraft, Piper) or a rotary wing aircraft (i.e. Huey, Bell) – if the aircraft has crashed into a structure or onto a roadway involving an unknown quantity of vehicles upgrade to a FC response. If in doubt as to the size of the aircraft send an AIRC response.

AIRCRAFT CRASH COMMERCIAL PLANE ....**AIRC**
A crash or reported crash of a multi-engine aircraft (i.e. Boeing, Airbus, Lockheed, or any Military type aircraft whether carrying ordinance or not). Note: If the aircraft has crashed into a structure or onto a roadway involving an unknown quantity of vehicles upgrade to a FC response. It is recommended that all agencies establish 4 alarm levels for this incident type code. If in doubt as to the size of the aircraft send an AIRC response.

AIRCRAFT STANDBY ....**AIRS**
A request to standby for an aircraft that may be experiencing a potential in-flight emergency.

BACK COUNTRY TRAIL RESCUE .... **BCTRAIL**
Emergencies involving injured or non-injured subjects in need of rescue from a backcountry/wilderness trail that present access issues and/or delays. Such incidents will first be processed according to the appropriate aid or rescue type code and only balanced to BCTRAIL when requested by a unit or incident command.

BLS RESPONSE – PRIORITY ~~CODE RESPONSE~~ **BLS1**
A priority~~code~~ response for Basic Life Support using Snohomish County EMD Guidelines.

BLS RESPONSE – NON-PRIORITY~~NON-CODE RESPONSE~~ .... **BLS2~~N~~**
A non-priority~~code~~ response for Basic Life Support using Snohomish County EMD Guidelines.

BLS RESPONSE – NON-EMERGENCY **BLS3**
A non-emergency response for Basic Life Support using Snohomish County EMD Guidelines.

CARBON MONOXIDE ALARM ....**COA**
A report of an alarm detecting Carbon Monoxide (CO).

CARBON MONOXIDE ALARM MEDIC .... **COAM**
Used for response to a CO alarm where signs of exposure to the occupants have been reported.

FIRE ALARM COMMERCIAL ....**FAC**
A report from an alarm company, resident, business owner/employee, or third person of an automatic fire alarm activation in a commercial type structure. A commercial structure is defined as any multi-family dwellings (apartment building, condos, buildings housing over three or more families), industrial buildings, hospitals, strip malls, schools or educational facilities, warehouse or storage facilities, public gathering locations (such as night clubs, restaurants, theaters, etc.).

FIRE ALARM RESIDENTIAL .... **FAR**
A report from an alarm company, resident, or third person of an automatic fire alarm activation in a single family residence.

FIRE ALARM SPRINKLER/WATERFLOW...**FAS**
A report from an alarm company, resident, business owner/employee, or third person of a sprinkler water flow alarm activation in a commercial type structure.

FIRE BRUSH ....**FB**
A report of a fire involving any natural ground cover including timber, blackberry vine areas, shrubs, grass or other ground cover materials without immediate threat to any structure. Grass or shrub fires-small in size without immediate potential of rapid spread or exposure hazard should be sent as a Fire Single response.

FIRE CALL...**FIRE**
Used for processing any type of fire call taken **by non-certified call takers due to extraordinary circumstances when certified dispatch personnel are not available.** May also be utilized by police dispatchers requesting a fire response for law enforcement units in the field.

FIRE COMMERCIAL RESPONSE ....**FC**
Report of a potential fire involving a commercial type structure, including: Multi-family dwellings, (apartment buildings, condos, buildings housing over three or more families), Industrial buildings, Hospitals, Strip malls and shopping malls, Schools or educational facilities, Warehouse or storage facilities Public gathering locations (such as night clubs, restaurants, theaters, etc.), Commercial boat/ship or multiple private watercraft (dock involvement or potential), single private watercraft fire with no dock involvement with potential for exposure to other watercraft or docks, piers or pilings, train involving multiple railroad cars or a single car with cargo Any large building not identified as a single family dwelling or duplex. This category includes conditions of smoke in a structure from unknown source, hot or smoking portions of interior construction, description of light smoke visible from the exterior but no flames.

FIRE COMMERCIAL CONFIRMED RESPONSE ....**FCC**
Report of a known fire in a commercial structure as defined in definition of Fire Commercial response. The difference in this type code is that fire has been confirmed by one of the following conditions:

1. Two or more calls on the same commercial structure reporting flames and/or heavy smoke visible.
2. The report of the fire has been reported by a fire or police unit reporting flames and/or heavy smoke conditions.
3. Any fire unit has requested upgrade to confirmed fire commercial response.
4. Any description by the caller of entrapment of an occupied commercial structure on fire.
5. Two or more involved residential structures.
6. In the dispatchers opinion the caller has described a working fire condition in a commercial structure.

FIRE FERRY BOAT ....**FFB**
A confirmed or reported fire aboard a Washington State Ferry.

FIRE INVESTIGATION .... **FI**
Used when an investigation into a cause of a fire is needed.

FIRE RESIDENTIAL RESPONSE ....**FR**
Reports of a known or a potential fire involving a single family residence, duplex type dwelling, detached structure (garage) or any type of fire with exposure to the dwelling. Dwellings that are reported as housing three families or more shall be considered as a commercial type response. Multiple involved residential structures shall be dispatched as an FC response.

FIRE RESIDENTIAL CONFIRMED RESPONSE .... **FRC**
Report of a known fire in a residential structure as defined in definition of Fire Residential response. The difference in this type code is that fire has been confirmed by one of the following conditions:

1. Two or more calls on the same residential structure reporting flames and/or heavy smoke visible.
2. The report of the fire has been reported by a fire or police unit reporting flames and/or heavy smoke conditions.
3. Any fire unit has requested upgrade to confirmed fire residential response.
4. Any description by the caller of entrapment of an occupied residential structure on fire.
5. In the dispatchers opinion the caller has described a working fire condition in a residential structure.

FIRE SINGLE...**FS**
A code response that requires only a single engine that is reported as small in nature and does not have an immediate potential for rapid spread or significant exposure hazard. **If in doubt of the severity, or if subsequent information is received, the incident should be upgraded.** Examples:
- A small single shed or out building with no life hazard or exposure hazard
- Any structure that was on fire reported as out. 1st party caller only. Including: Mattress and overstuffed furniture fires reported as out still inside a structure
- Appliances-burned food in oven, overheated frying pan, clothes smoking or burning in clothes dryer with no flames extending outside appliance
- Electrical problems-no flames or excessive smoke and/or heat
- Vehicle fires-in open area with no exposure hazard
- Single railroad car-empty, minor in nature with no exposure
- Grass or shrub fires-small in size without immediate potential of rapid spread or exposure hazard
- Collection boxes, dumpsters, mailboxes with no exposure hazard
- Chimney fires-walls are not hot and no extension inside the residence
- Small spills (5 gal or less) of a flammable liquid (gasoline, diesel, oils, fuels etc.) outside a residence or business

FIRE SINGLE NON-CODE...**FSN**
A non-code response that requires only a single engine. This differs from a service call in that the unit may not be diverted to a more serious call or held for a jurisdictional unit. This call type does not have the time critical factor such as a fire in progress or an injury that would require a code response. **If in doubt of the severity, or if subsequent information is received, the incident should be upgraded.** Examples:
- A person or persons stuck in an elevator with no immediate danger
- Fires reported as out and not inside a structure such as vehicle fire reported as out or a mattress outside the structure reported as out
- Smoldering beauty bark small in size without flames, rapid spread or exposure hazard
- Known or suspected hazardous materials with no spill, leaks, releases or any criteria that would require a hazardous materials response

FIRE TYPE UNKNOWN ....**FTU**
Any report of a fire where the reporting party cannot determine what is on fire or 2nd or 3rd party reports without identifying information.

FIRE WILDLAND URBAN INTERFACE .... **FWI**
~~FIRE WILDLAND URBAN INTERFACE~~
~~..FWI~~
Used in incidents that involve fast moving wildland fire that has immediate threat or is involving structures. This type code will dispatch both brush type units and structure uni~~t~~ts as determined by the AHJ.

GAS LEAK INSIDE STRUCTURE ....**GLI**
Used when a report of a smell of flammable gas (natural gas, propane or butane) is reported inside of a structure. No fire is visible or known to be occurring. Note: If the gas cannot be identified as a flammable gas, dispatch a HZ response. Odor investigations wherein the caller is sure that no emergency exists should be dispatched as FSN response.

GAS LEAK OUTSIDE STRUCTURE...**GLO**
Used for a reported of a smell or leak of a flammable gas (natural gas, propane or butane) outside a structure. Use appropriate fire response for gas that has ignited i.e. residential fire response or commercial fire response if exposure hazard to a structure. Any report involving a tractor-trailer, tractor-tanker, railroad car or other fuel transport vehicle requires a commercial response. Note: If the gas cannot be identified as a flammable gas, dispatch a HZ response. Odor investigations wherein the caller is sure that no emergency exists should be dispatched as FSN response.

HAZMAT (1ˢᵗ Alarm) .... **HZ**
Used for response to small quantity spills of known or possible hazardous substances. No reaction or immediate threat to persons, property or the environment. Use this type code for the smell of an unidentified gas or known gas (not natural or propane i.e. ammonia, chlorine) inside a structure or any liquid gas spill more than 5 gallons outside (gasoline, diesel, oils, etc.), or any amount inside.
(2ⁿᵈ Alarm)
Used for responses that have potential or known threat to persons, property or the environment. Usually shall dispatch HAZMAT unit(s) from within zone only.
(3rd Alarm)
A hazardous materials response that includes all county available hazardous materials units from each zone. Usually incident commander initiated. The dispatcher may initiate this response only in circumstances that are known to be high risk to persons, property or the environment.
(4ᵗʰ Alarm)
This alarm level shall call all off duty Snohomish County Hazmat Technicians by pager. An incident commander request for all countywide on and off duty HAZMAT personnel to respond to an incident.

MASS CASUALTY INCIDENT .... **MCI**
Incident where the number of victims is determined to be beyond the capabilities of the first alarm assigned to the initial type of incident, as a guideline, a reported incident where 5-10 patients are involved.
(2ⁿᵈ Alarm)
Used where 11 to 19 patients are involved. Field units will request a 2ⁿᵈ alarm dispatch when applicable.
(3ʳᵈ Alarm)
Used where 20 to 29 patients are involved. Field units will balance calls to a 3ʳᵈ alarm level when applicable.
(4ᵗʰ Alarm)
Used where more than 30 patients are involved. Field units will balance calls to a 4th alarm level when applicable.

MEDIC RESPONSE (ALS) – EMERGENT **MED1**
Advanced Life Support medical incidents using the Snohomish County EMD Guidelines that may or will require paramedic type skills i.e. drug therapy, intravenous fluid therapy, defibrillation, and airway management.

MEDIC RESPONSE (ALS) – PRIORITY **MED2**
Advanced Life Support medical incidents using the Snohomish County EMD Guidelines that may or will require paramedic type skills i.e. drug therapy, intravenous fluid therapy, defibrillation, and airway management.

MEDIC RESPONSE (ALS) – NON-PRIORITY **MED3**
Medical incidents that may or will an require advanced life support (ALS) evaluation using the Snohomish County EMD Guidelines.

MEDIC UPGRADED RESPONSE .... **MEDX**
Advanced life support paramedic response requiring specific or additional designated resources. Criteria for the upgraded response include: CPR and major trauma.

MOTOR VEHICLE COLLISION – BLS CODE ....**MVC**
Traffic Collisions meeting Snohomish County EMD Guidelines for a BLS code response.

MOTOR VEHICLE COLLISION – ENTRAPMENT ....**MVCE**
Traffic Collisions with severe injuries requiring specialized extrication equipment. Agencies may consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels. Other incidents that would use this type code are entrapment due to an automobile or trailer, RV, farm equipment, machinery, etc. that has caused entrapment. Example: A person working under a car and his has fallen on him, a person working with farm equipment and has become entrapped in an excavator etc. These types of entrapments will often require the same personnel and equipment and should be coded to this type.

MOTOR VEHICLE COLLISION-FIRE ....**MVCF**
Traffic Collisions where the reporting party advises fire exists. This response also includes a medic level response in addition to other resources sent to a serious traffic collision. Agencies should consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels.

MOTOR VEHICLE COLLISION-MEDIC..**MVCM**
Severe traffic collision requiring medic skills meeting Snohomish County EMD Guidelines dispatching criteria. Agencies should consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels.

MOTOR VEHICLE COLLISION – BLS NON-CODE .... **MVCN**
Traffic Collisions meeting Snohomish County EMD Guidelines for a BLS non-code response.

MOTOR VEHICLE COLLISION–PEDESTRIAN/BICYCLE ....**MVCP**
Traffic Collisions with severe injury involving pedestrian or bicycle with no entrapment requiring specific or additional designated resources.

MOVE–UP .... **MU**
Move-up request for station coverage to another fire jurisdiction. (Incidents should not be created for inter-department move-ups.) See 4.17 Mutual Aid for Station Move-ups

MUTUAL AID ALS... **MAA**
A request from an agency for a paramedic or ALS response. Usually outside the dispatch agency or across dispatch control units. (Advance Life Support)

MUTUAL AID BLS..**MAB**
A request from an agency for a BLS response. (Basic Life Support)

MUTUAL AID FIRE ....**MAF**
A request from an agency for a fire type apparatus. Usually used outside the dispatch agency or across dispatch control units.

MUTUAL AID HAZMAT .... **MAH**
A request from an agency for a HAZMAT response. Usually used outside the dispatch agency or across dispatch control units.

MUTUAL AID RESCUE .... **MAR**
A request from an agency for a rescue response. Usually used outside the dispatch agency or across dispatch control units.

NOTICE NON PRIORITY INFORMATION TO THE DEPARTMENT .... **NOTICE**
The purpose is to relay information to fire department officials regarding non-routine events or situations that occur with little or no forewarning, which do not require an immediate fire department response. Sensitive information shall not be broadcasted over the radio; a request should be included in the page to have the specific unit (supervisory person) call dispatch to receive the information. All non-priority notices will be paged without a voice dispatch then cleared by the dispatcher.
Examples include:
- Emergency road closures that may affect fire department response routes.
- Water main breaks within a fire department's jurisdiction
- Inoperative fire hydrants
- Notifications of confined space entries

A NOTICE incident should **not** be created for the following:
- Routine advisements from public works or utilities regarding street closures
- Reports from alarm companies advising of fire alarms off line or out of service.
- Trench work or other construction activity not affecting traffic flows

NOTICE PRIORITY INFORMATION TO THE DEPARTMENT...................................... NOTICEP

A notification to the fire department of a situation that is potentially serious in nature but does not require an immediate fire department response. Sensitive information shall not be broadcasted over the radio; a request should be included in the page to have the specific unit (supervisory person) call dispatch to receive the information. All priority notices will be paged without a voice dispatch then cleared by the dispatcher.

Examples:
- Search and Rescue incidents that do not require an immediate response.
- Predicted or sudden occurrence of weather events such as red flag warnings, sudden high wind warnings or flood warnings.
- Predicted dam failures.
- Bomb threats where the fire department has not yet been requested to respond.
- Civil unrest or terrorism that is occurring or expected to occur.
- School lockdowns

NOTE: Incidents on backcountry/wilderness trails with injured persons/medical emergencies with a known location should be dispatched to the Fire/EMS jurisdiction with the appropriate EMS call type.

NURSE LINE REFERRAL..NURSE

Non-emergent, low acuity medical incidents transferred to a Nurse Line that meets the Telephone Referral Program (TRP) criteria on the Snohomish County EMD Guidelines. This incident type is used for tracking purposes only and not programmed in CAD for a field unit response.

SERVICE CALL ....SC

Non-emergency requests for service that require fire department assistance that do not have any potential for medical, rescue, fire or hazmat. If in any doubt the call should be upgraded to a higher level of response. Examples:
- Illegal burning complaints without immediate potential of spreading or exposure.
- Water problems causing damage inside a structure.
- Odor investigations wherein the caller is sure that no emergency exists.
- Law Enforcement requests for non-emergency assistance, such as laddering a building.
- Any request for fire department assistance not covered under normal guidelines should be relayed to the jurisdictional Battalion Chief or Duty Officer for determination of response.
- Electrical wires down with our without fire involvement and wires of unknown types that could be a hazard to the public.

All service responses shall be comprised of jurisdictional units only, if a jurisdictional unit is not available the 'Service' call shall be held until a unit becomes available. The Jurisdictional Battalion Chief or Duty Officer shall be advised of all holding calls.

NOTE: The following Technical Rescue codes may involve the Snohomish County Technical Rescue resources. Each jurisdiction shall determine the first level of response by using the Alarm levels. The 1st Alarm level shall indicate the initial response if the jurisdiction chooses to have a response level pre activation of county team resources. If a jurisdiction chooses they may bypass the first alarm and request a Tech Response, which will dispatch the available technical resources within the zone. The 3rd alarm level shall request a County Technical Rescue team response, which shall send all Technical Resources from all three county zones. The 4th alarm level shall send all on duty and off duty technical rescue personnel from all three zones of the county.

TECHNICAL RESCUE-CONFINED SPACE ....RESCS
A rescue involving a person(s) who have entered a space that is large enough to get into but has limited or restricted means of escape. Examples: Storage tanks, silos, ventilation and exhaust ducts, storm drains, sewers, furnaces, boilers, storage compartments and crawl spaces.

TECHNICAL RESCUE-HIGH/LOW ANGLE...RESA
Rescues requiring life lines and rescue hardware for persons trapped in high angle (40 to 90 degrees) situations which do not offer safe and reasonable foot-hold and low angle (0 to 40) situations which offer good foothold but require the same rescue equipment.

TECHNICAL RESCUE-STRUCTURE .... RESST
All reports of structural collapse. Examples of structural collapse would include person(s) trapped after a collapse of a residential or commercial buildings, fallen construction of a building, bridge collapse and scaffolding failure of a stadium.

TECHNICAL RESCUE-TRENCH .... RESTR
A rescue that involves a person(s) who is trapped in a narrow excavation below the ground surface. In general, the depth is greater than the width, but the width is not greater than 15 ft. i.e. trenches dug by utility companies for electrical, water and gas services.

TECHNICAL RESCUE-WATER– RIVER/SWIFT .... RESSW
Emergencies involving victims who are unable to get to safety while **in** swift water. Examples: River, stream, rain swollen drainage ditches, any fast moving water. May also require response from Search and Rescue and/or the Dive Team.

TECHNICAL RESCUE-WATER-SURFACE...RESWA
Emergencies involving victims who are unable to get to safety while **in** the water or **on** a frozen body of water. Examples: Boating, rafting, swimming, skating accidents. Not used for accidents in swimming pools or small backyard ponds. May also require response from Search and Rescue and/or the Dive Team.

Strike Team/Task Force CAD type codes are listed in Section 5.7.4

5.7   Fire/EMS Resource Plan-Strike Team/Task Force Responses

5.7.1   Purpose
The primary purpose of the Snohomish County Fire/EMS Resource Plan is to provide rapid access and deployment of pre-arranged quantities of emergency service resources. Strike teams and task forces in the Snohomish County Fire/EMS Resource Plan are pre-defined emergency apparatus resource groups that can be requested that can be requested for incidents which require resources beyond normal mutual aid exchanges.

5.7.2 Strike Team or Task Force Response Requests

An Incident Commander for any major emergency incident or multiple incidents in need of a large volume of fire/EMS resources may request from SNO911 one or more strike teams or task forces. Incident Commanders must be specific as to what TYPE of strike team or task force they require.

A. Immediate Need Request

Unless otherwise indicated, all strike team and task force responses are an immediate need. Units assigned to the requested team shall respond independently to the requested location. All units assigned will contact dispatch as normal advising they're responding, on scene and in service times.

5.7.3 Dispatch Responsibility

5.7.3.1 Upon receiving a request for strike teams or task forces, on duty fire dispatchers shall process the request by creating a CAD incident using the STRIKE CAD type code at the location of the response. The call narrative shall include the reason for the request and any instructions from the incident commander who made the request. The appropriate strike team or task force response group will be dispatched on the STRIKE call.

5.7.3.2 Any response that requires resources from an agency not dispatched by Snohomish County 911 will be notified for the response and all required information provided by the Incident Commander shall be relayed.

5.7.3.3 After dispatching the appropriate strike team or task force response, SNO911 fire dispatchers should expect a telephone call from the appropriate strike team or task force leader requesting incident instructions, including the type of incident, location and the Talkgroup being used for the incident. Responding fire agencies or individual responding apparatus SHOULD NOT contact fire dispatchers in regards to the details of the incident.

5.7.3.4 Whenever a STRIKE call is dispatched in CAD a pre-defined group of zone coordinators will be paged. Zone coordinators are designated officers that coordinate resources in the county. Zone coordinators will assess resource levels in their assigned zones and coordinate move-ups as necessary. During large incidents where a significant number of resources are required, zone coordinators may respond to the incident scene to act as a liaison with the scene incident command and/or to the dispatch center to better facilitate resource coordination.

5.7.4 Strike Team/Task Force CAD Type Codes

Strike Team or Task Force Request...STRIKE
Any request for a strike team or task force for in-county or out-of-county incidents.

5.7.5 Strike Team / Task Force Types

Urban Task Force
- 3 Structural Engines
- 1 Ladder

- 1 BLS Unit
- 1 Command Unit

Rural Task Force
- 3 Structural Engines
- 2 Tenders
- 1 Command Unit

Interface Task Force
- 2 Structural Engines
- 2 Wildland Engines
- 1 Tender
- 1 Command Unit

Wildland Task Force
- 3 Wildland Engines
- 2 Tenders
- 1 Command Unit

EMS Task Force
- 1 ALS Unit
- 3 BLS Units
- 1 Automobile Rescue Unit
- 1 Command Unit

Engine Strike Team
- 5 Engines
- 1 Command Unit

Tender Strike Team
- 5 Tenders
- 1 Command Unit

Wildland Strike Team
- 5 Wildland Engines
- 1 Command Unit

BLS Strike Team
- 5 BLS Units
- 1 Command Unit

ALS Strike Team
- 5 ALS Units
- 1 Command Unit

5.8 Fire Special Operations

Technical Rescue and Hazmat Responses are considered 'Special Operations' within the Fire Service. These responses require personnel that have completed specialized training and require apparatus equipped with specific resources needed for the response.

5.8.1 Hazmat Responses

Hazmat responses include reports of hazardous materials, including flammable solids, radioactive material, corrosives, oxidizers & organic peroxides, poisons, poison gases & etiologic agents and other materials deemed to be an immediate threat to persons, property or the environment. The following criteria are used to determine the initial level of response and incident type:

The following are the **initial type codes for hazmat responses:**
- **Fire Single Non Code**
  CAD Type Code: **FSN** – (Department Specific Response)

Criteria   Response to calls from citizens regarding known or suspected hazardous material with no spills, leaks, releases or any criteria that would require a hazardous materials response.

- **Hazmat-1ST Alarm**
  CAD Type Code: **HZ** – (Department Specific Response)
  Criteria:
  A. Reports of possible or confirmed small spills or releases of a suspected or known hazardous substance.
  B. Hydrocarbon spills inside (any quantity) or spills of more than five gallons outside of a structure.
  C. No current indication of injuries or effect on human or animal life is observed.
  D. No reported formation of a plume or chemical reaction.
  E. <u>Small quantity</u> of a hazardous or believed to be hazardous substance which may be endangering any waterway or drainage system.

- **2nd Alarm**
  CAD Upgrade — (Single HAZMAT Unit & Decon Unit)
       Includes HZ 1st Alarm Resources
  Criteria:
  A. Fire Department requests for technical assistance for hazardous materials. (Includes requests for phone calls-page recommended unit and advise to call IC.)
  B. Reports of alarms involving hazardous materials where the situation is unknown. (Examples: ammonia alarm, chlorine alarm)
  C. Any report that a <u>significant amount</u> of a hazardous substance or believed to be hazardous that has been released and is endangering or threatening any waterway or drainage system.
  D. Minor effects on human life. (Meets BLS criteria)
  E. Law Enforcement requests for fire department response for technical assistance with hazardous drug labs. (Includes requests for phone calls-page recommended unit and advise to call IC.)
  *IF NOT SURE IF HZ 2nd or 3rd ALARM-SEND 2nd ALARM FIRST

- **3rd Alarm**
  CAD Upgrade   — (All County Hazmat Units)
       Includes HZ 1ST & 2ND Alarm Resources
  Criteria:
  A. Leaks, spills or releases that are known to be hazardous and have a potential for risk to life and health.
  B. Any known serious or life threatening injury or effect on human or animal life. (Meets ALS criteria) (Examples such as but not limited to uncontrolled vomiting, multiple victims, loss of consciousness, multiple deaths due to chemical exposure, irritation of skin or respiratory system due to chemical contact from leak or release.)
  C. Any formation of a plume, cloud or unusual reaction by a chemical known to be hazardous.
  D. All railroad derailments involving hazardous materials.
  *IF NOT SURE IF HZ 2nd or 3rd ALARM-SEND 2nd ALARM FIRST

- **4th Alarm**
  CAD Upgrade   — (Off Duty Tech Response)
       Includes Hazmat 1st, 2nd, & 3rd Alarm Resources
       Incident Commander Initiated <u>Only</u>

Criteria:
- Requests for additional Off Duty Hazmat Personnel to respond to an incident. The dispatcher shall balance the call to 4th alarm where a ghost unit shall be recommended (HZPG4) this single unit shall be dispatched. It shall be the responsibility of the incident command post to send a message via MyStateUSA to all off duty Hazmat Technicians giving them instructions for their response.

5.8.2 Hazmat Page Outs
Second alarm dispatches and greater shall recommend a ghost unit. This unit will send page to all hazmat team pagers and programmed phones for text messages. The ghost unit will match the alarm level of the response - HAZPG2, HAZPG3, or HAZPG4. Subsequent information can be sent using the ghost unit as a separate page to all hazmat team receivers.

5.8.3 Cancellation of Hazmat Response
If a page has been sent for **any** hazmat response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:
1. Hazmat Units to cancel response
2. Street Address
3. Incident number

5.8.4 Hazmat Units and Countywide Team
Snohomish County has three hazardous material units and one decontamination unit. Each fire resource zone has at least one hazardous material unit. The closest Hazardous materials response unit should be the recommended hazmat unit for all HZ 2nd Alarms. All units have agreed to participate in the County Hazardous Materials organization, making one countywide response team. The following is a list of hazmat resources listed by their zone:
Zone 9 – Decon 12
Zone 11 – Hazmat 71
Zone 12 – Hazmat 1, Hazmat 61

The location of the incident and CAD type of incident should determine which unit(s) would respond. It shall be each fire department/district's responsibility to determine the units that are programmed into the CAD system for each hazmat type code for a response. Normally a HZ 2nd Alarm response will include one hazmat unit and one decon unit for a location. A HZ 3rd Alarm response should include all units within the county as listed above. A HZ 4th Alarm is for all available off duty team members, only at the request of an incident commander.

5.8.5 Hydrocarbon Responses - Flammable Liquids and Gases
Responses to hydrocarbons (flammable liquids-gasoline, diesel, oils, fuels etc. and flammable gases-propane, butane, natural gas, etc.) odors, leaks or ruptures will be dispatched as follows:

Odor of flammable gas (natural gas, propane, butane) inside of a structure.

CAD Type Code: **GLI – Gas Leak Inside Structure**

5.8.8 Technical Rescue Responses

Technical rescues encompass rescue situations where special response teams may be needed. If the dispatcher receives information that meets the criteria for one of the following special rescues the appropriate initial type code should be assigned. The dispatcher should always provide the responders with any specific information known about the situation or type of entrapment to determine if an upgraded response or additional resources are needed. These types of rescues include:

- Low to high angle rope rescues than involve situations such as a person stuck on a water tower, the exterior of a building, mountainside, falls over steep embankments, etc.
- Confined space rescue where a person(s) is in need of help from within an area that is not normally occupied such as vaults, grain storage facilities, tanks, and other such areas.
- Trench Rescue is where an individual is trapped or injured below ground level where unstable earth is trapping the victim or has the potential for trapping the victim. The most common is a construction site where a trench had been dug and person(s) were injured or trapped by the collapsing unreinforced dirt of the trench.
- Structural collapse involves any building that has collapsed or had any portion of the building that has collapsed.
- Water Rescue which includes river/swiftwater rescues and surface/frozen water rescue responses.

Each jurisdiction shall indicate a first through fourth alarm level of response in which the department may determine its individual level of response. The varying factor may be some agencies will desire a higher level of response on the first alarm and others may desire a limited response on the first alarm. Agencies that do not desire a limited response will begin their response list with alarm level 2, which is normally the closest specialized unit with a limited number of rescue technicians.   The general order of resources shall be:

1. Department Specific Response (if desired)
2. Specialized Resource Response (Rescue Tech Response--includes closest specialized unit resources)
3. County Resource Response (Rescue Team Response-includes response from several participating agencies throughout the county).
4. All Resource Response (Includes all participating agencies and their off duty personnel)

5.8.9   The following are the **initial type codes for technical rescues:**

- **Technical Rescue High/Low Angle**
  CAD Type Code**: RESA**
  Definition: Rescues requiring lifelines and rescue hardware for persons trapped in high angle (40 to 90 degrees) situations, which do not offer safe and reasonable, foothold and low angle (0 to 40 degrees) situations which offer good foothold but require the same rescue equipment.

  Examples: Person trapped on a water tower, patient(s) located down a steep embankment, window washer stuck on the side of a building, car over the embankment or off the roadway,

rescue in rough terrain, full of brush and trees, located a great distance off a roadway.

- **Technical Rescue Confined Space**
  CAD Type Code: **RESCS**
  Definition: A rescue involving a person(s) who have entered a space that is large enough to get into but has limited or restricted means of escape.

    (Incidents of this type will often request Hazmat and Air units to facilitate air monitoring and provide breathable air while rescue is being performed.)

  Examples: Storage tanks, silos, ventilation and exhaust ducts, storm drains, pipes, sewers, furnaces, boilers, storage compartments and crawl spaces.

- **Technical Rescue Trench**
  CAD Type Code: **RESTR**
  Definition: A rescue that involves a person(s) who is trapped in a narrow excavation below the ground surface. In general, the depth is greater than the width.
  (Incidents of this type will often request Hazmat and Air units to facilitate air monitoring and provide breathable air while rescue is being performed.)

  Examples: Trenches dug by utility companies for electrical, water, sewer and gas services. Collapses of rock quarry walls and any type of earthen wall that may include avalanche type incidents.

- **Technical Rescue Structure Collapse**
  CAD Type Code: **RESSC**
  Definition: All requests for assistance at a structural collapse with known or unknown person(s) trapped.

    (Incidents of this type will often request Hazmat units to facilitate air monitoring.)

  Examples: A collapse of residential or commercial buildings, fallen construction of a building, bridge collapse and scaffolding failure of a stadium.

5.8.10 Water Rescues

Water Rescue has varying sub categories that include swift water such as a river, flood rescue, and ice rescue. Each type involves its own specialty. For all reports of emergencies involving rescue situations **on or in a large body of water** (lake, pond, river, sound) the dispatcher will use one of the following type codes as the **initial type code**:

- **Water Rescue (River / Swift Water)**
  CAD Type Code: **RESSW**

Definition: Emergency Incidents involving victims who are unable to get to safety while in a RAPIDLY MOVING body of water, most likely a river. Other examples can be swollen creeks or streams, and flood waters that have rapid movement.

Example: Persons stranded on a rock in a swift moving river.

- **Water Rescue (Surface)**
  CAD Type Code: **RESWA**
  Definition: Emergency incidents involving victims who are unable to get to safety while in the water or on a frozen body of water. May include boating, rafting, swimming, or skating accidents. This type codes does not include SWIFT water (Rapidly moving water) such as a river. **This type code does not include swimming pools or small backyard ponds.**
  Example: A subject that has disappeared while swimming at a lake.

5.8.11 Rescue Swimmers

Fire agencies employing swimmers that are trained in an approved Rescue Swimmer program may become a member of this response team. When authorized by their agencies they may respond to assist a requesting agency with water rescue attempts.

Agencies desiring use of rescue swimmers available for response may add the rescue swimmer page (RSPG) in their CAD FRL for an automatic page/request for response or the IC may request that the RSPG be added to any incident for a request for response.

The IC of the incident shall determine the amount of rescue swimmers needed. When sufficient swimmers (no less than two) have reached the scene or when the rescue has been accomplished the IC shall send a text or request dispatch send a text message using the RSPG page indicting no further response of swimmers is needed. Any rescue swimmers responding but have not arrived are to cancel their response.

5.8.12 Cancellation of Rescue Swimmers

If a page has been sent for **any** rescue swimmer response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:
1. Rescue Swimmers to cancel response
2. Street Address
3. Incident number

5.8.13 Technical Rescue Page Outs

Second alarm dispatches and greater shall recommend a ghost unit. This unit will send page to all technical rescue team pagers and programmed phones for text messages. The ghost unit will match the alarm level of the response - TRPG2, TRPG3, or TRPG4. Subsequent information can be sent using the ghost unit as a separate page to all technical rescue team receivers.

5.8.14 Cancellation of Technical Rescue Response

If a page has been sent for **any** technical rescue response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:

1. Technical Rescue Units to cancel response
2. Street Address
3. Incident number

5.8.15 Snohomish County Technical Rescue Team by Resource Zone:
Zone 9 – South Snohomish County Regional Fire Authority, Fire District 7 resources and Mukilteo Fire
Zone 11 – Fire District 7 and Fire District 8
Zone 12 – Everett Fire, Marysville Fire, Arlington Fire and Fire District 17

5.8.16 Notification of the SCSO Technical Water Rescue Team
Notification of the SCSO Technical Water Rescue Team Commander is required for the following situations if located with the unincorporated area of Snohomish County:

Water Rescues – Persons in distress **or persons perceived to be in distress** in ponds, lakes, rivers or in Puget Sound. This includes swift water rescue incidents, persons swept away (falling from a raft or tube and traveling downriver.)
Witnessed drowning reports - Complainant advises they have just observed a person drown in a river, lake, or the sound and the victim has not been recovered.
Witnessed vehicles submerged with persons trapped inside. Or vehicle submerged and unknown if occupied.

5.8.17 Multiple Patients
Rescue type calls may include multiple patients. In this case the incident shall be type coded by the rescue type as described for initial dispatch. Once the agencies units responds it is likely that the incident type will be changed and balanced at least once and possibly numerous times to dispatch different alarm levels for multi incident event.
Example:
Call comes in as collapsed structure with possibly 10 trapped or injured victims.
Call is dispatched as a TRS for structure collapse
B1 responds with units dispatched and is given short report.
B1 requests change call type to MCI and dispatch first alarm units
First unit arrives and establishes command and requests balance to third alarm TRS
After further size up it is learned that there are 25 possible victims and it is requested to balance call to third alarm MCI.

5.8.18 Search and Rescue
The dispatch supervisor shall also be notified for any situation that may require a response for Snohomish County Search and Rescue in addition to a fire department response. Common incidents that require Search and Rescue notification include water rescue situations, or any rescue in rough terrain with limited access from a roadway. An incident will be created and dispatched for the fire jurisdiction and a notification to Search and Rescue

should be made at the same time. Fire agencies will be dispatched whether injuries are known or unknown. For notifications of searches where the location of the individual(s) is not known, the fire agency will contact the SCSO SAR Coordinator before responding to communicate their response plan. For Search and Rescue incidents that occur outside fire jurisdictional boundaries or in 'No-Man's Land' the closest fire agency shall be notified of the incident for their decision to respond.

Search and Rescue incidents initiated by the SNO911 supervisor shall be entered for the fire jurisdiction with the most appropriate type code according to injuries and/or rescue information:

- For Search and Rescues (SAR) with a known location, the shift supervisor will process the call through PRO QA in order to obtain the appropriate EMS type code.
- Search incidents with no injuries or an unknown location shall be entered as a 'NOTICEP' incident for the fire jurisdiction. Depending on the location and the details of the incident the fire agency will decide whether or not to respond.
- After the initial call type has been dispatched, the fire department may request a balance to the BCTRAIL type code. The dispatcher will adjust the call type and then view and accept the recommendations. Not all agencies will utilize this call type and it is the responsibility of each agency to ensure they have a response plan configured before requesting a call be changed to BCTRAIL.
- If the incident is outside of fire jurisdictional boundaries, the fire dispatcher will need to 'force' the incident to the dispatch group of the closest agency and use the 'all department page' for notification.
-

5.9 CAD Fire File Changes/Cross Staffing Units

5.9.1 Purpose
- To ensure coordination between mutual aid districts in order to prevent changes to fire files that could adversely affect the dispatch of these districts.
- To advise dispatch personnel of any upcoming modifications before they occur.
- To effectively administer security levels within the CAD system.

5.9.2 Policy
Any additions, modifications or deletions in the following files must be in writing and submitted to all affected Fire Departments and Snohomish County 911. This documentation shall include:
1. Name and department of person requesting modifications.
2. The specific modification(s).
3. Reason for the requested modification.
4. List of departments notified.
5. Name and personnel # of person actually performing the changes.

Fire Response Lists	**(FRL)**
Station Orders in Block File	**(BLK)**
Apparatus Names and Types	**(UNIT)**
CAD Type Codes	**(TYP)**
Tone Designators	**(PAGER)**

Modifications will be made by Snohomish County 911 technical personnel unless the criteria listed below are met by the requesting agency and competency is/has been demonstrated by departmental personnel:

1. Fire department employee has:
   A. The desire to learn manipulation of the fire files.
   B. A thorough understanding of the relationships between these files.
   C. Awareness that any change to these files can negatively affect multiple fire districts and potentially the operations of CAD itself.
   The agency is willing to assume responsibility for ongoing modification.

The individual's security level will be increased only for the time necessary to complete the documented modifications unless a standing agreement has been reached between a group of mutual aid districts for time sensitive modifications.

Disputes pertaining to any of these files shall be brought to the Fire Technical Advisory Committee for resolution. Fire TAC shall have the final authority to make needed CAD file changes.

For CAD file assistance contact the Snohomish County 911 Help Desk (425) 407-3939

5.9.3 Cross Staffing of Units
Cross staffing allows pre-built from the same station to be staffed by a single crew who is capable of staffing only one unit at a time. When one unit in a cross-manned status is dispatched, the associated units are automatically placed in unstaffed status. In order for a unit to be cross staffed or to cancel a cross staffed status the unit cannot be currently assigned to an incident and must be available in quarters. Only units in the same station may be cross staffed.

5.9.4 Policy
Departments/districts that choose to use cross staffing will assume the following increased level of responsibility for cross staffing and canceling cross staffing of their units on the basis not to interfere with routine dispatch operations.

1. Cross staffing and status modifications shall be performed by the department/district silently (MDC or station CAD terminal) whenever possible to minimize radio traffic and dispatcher overload. Radio status changes to dispatch shall be limited to instances when apparatus are away from a CAD terminal and a delay in status change may impact effective dispatch or if station terminals or MDCs are down.
2. If the dispatcher is required to cancel the cross staffing by logging a unit off and then back on in order to place the unit on a call, the department/district will be responsible for restoring the unit to cross staffed status after that unit is back in station.
3. Any department that is not currently using the cross staffing enhancement must notify Snohomish County 911 in writing prior to implementation.

5.10 SCERNS

5.10.1 Unit Type Definitions

It is understood that at a minimum all apparatus and personnel using radio communications in Snohomish County shall have the capability of radio communications on the Snohomish County radio channels/frequencies.

1. **Aid Unit / Ambulance** - A basic life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one being an Emergency Medical Technician.

2. **Air Unit** - A vehicle or trailer designed to carry self-contained breathing apparatus bottles and/or air compressor for the use of replacing and/or refilling emergency personnel air supplies at the scene of an emergency. This unit will be staffed by a minimum of one trained person.

3. **Airport Response Unit** – A response unit used primarily at airport facilities for quick response to aircraft and/or fuel spills having the capability of providing the application of foam or other extinguishing agents. The amounts of and types of extinguishing agents shall vary depending on the agency and facility needs.

4. **Assistant Chief** - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.

5. **Battalion Chief** - An Officer in command of multiple companies, ranking above a captain and below an assistant or deputy chief. The officer possesses a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.

6. **Bike** - A non-motorized unit used as designated by a jurisdiction for special events in areas of limited access to provide emergency services.

7. **Boat / Water Craft** - A unit staffed by a minimum of two personnel trained in water rescue. Equipment should include but is not limited to water safety suit, vests, water rescue equipment. This unit may have the capability to fighting fires. To include a marine radio with channel 16 capabilities if the potential of operating on navigable waters exists.

8. **Brush Unit / Mini Pumper** - A vehicle staffed with a minimum of two personnel trained in suppression of Wildland and Structure fires. The apparatus shall include but not be limited to being four wheel drive, water tank, pump, hose, and hand tools for fighting brush and small fires.

9. **Brush Unit / Type 3**– A vehicle staffed with a minimum of two personnel trained in suppression of Wildland fires meeting the requirements outlined as a Type 3 unit.

10. **Captain** - An officer usually in command of a company and /or station, ranking above a lieutenant jurisdiction, and below a Battalion Chief.

11. **Car Unit** - A passenger vehicle that is utilized for administrative business or other department detail.

12. **Chaplain –** A person designated by an agency to serve in the capacity of a crisis manager during emergency incidents.

13. **Command Unit** - A vehicle staffed by an officer that is trained in the Incident Management System, Incident Safety Officer and Hazardous Materials Incident Command. The vehicle needs to carry the equipment necessary to initiate the Incident Management System including; reference materials, portable radio pool and the ability to have radio communications on all Snohomish County radio channels/frequencies.

14. **Command Van** – A vehicle staffed by at least one operator that is familiar with all the operational components of the vehicle. This unit is a mobile command post that has facilities for the coordination of major incidents that include appropriate communication equipment, sufficient space for command staff and facilities to carry out this function for an extended period of time.

15. **Communications Unit** - A vehicle that at a minimum is capable of radio communications on all Snohomish County 911 dispatch frequencies. Is equipped with an amateur (HAM) radio (2 meter, 440 MHz capable) and a cellular phone. Staffed by a minimum of one person trained in the use of the equipment and fire ground radio procedures.

16. **Community Resource Provider (CRP)** – An individual unit assigned to provide non-emergency care and community contact to citizens that may need medical assistance.

17. **Deputy / Division Chief** (Deputy Chief or DC) {DC} [Z] - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.

18. **Deputy Fire Marshal** - An official who is subordinate to the Fire Marshal and may be delegated the duties for fire prevention, inspection, education and investigation.

19. **Duty Chief** - A chief officer designated by a department that is assigned as on call or available for call within a defined geographical area. This designation is used in agencies that designate chief officers they wish dispatched to certain types or levels of alarms. The duty chief designation may also be used in agencies that do wish to have neighboring agency command units dispatched before their designated duty chief dispatched.

20. **Emergency Management Officer** – Used as a personnel identifier for a supervisor assigned by the agency having jurisdiction that has primary responsibility for Emergency Management Operations. Emergency Management is related to the planning, preparation and operations used at large scale and/or extended events that may include multiple disciplines of public and private agencies.

20. **Engine** - A fire attack vehicle that at a minimum meets NFPA 1901 Chapter 3 Class "A" pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment.

21. **Engine** - Meets same description as an Engine, additionally equipped with automobile extrication equipment.

22. **Engine** - Meets same description as an Engine, additionally staffed with at least one paramedic and required ALS equipment needed to respond to any ALS call.

23. **Fire Chief** - The head of an organized paid, combination or volunteer fire department; the person highest in authority.

24. **Fire Investigator** - An official trained and declared competent by their department in the investigation of fire cause and origin.

25. **Fire Marshal (FM)** - An official heading a bureau for the prevention and/or investigation of fires.

26. **Foam Unit** - A vehicle or trailer with a minimum of one person trained in the use and application of fire fighting foam and equipment. A vehicle shall carry a minimum of 1500 gallons of water, 150 gallons of foam concentrate and 500 lb. of dry chemical. A trailer shall carry a minimum of 400 gallons of foam concentrate and is not required to have radio communication capabilities.

27. **Hazardous Materials Officer** - An officer or designee declared by their employer as competent in Hazardous Materials Incident Command.

28. **Hazardous Materials Unit (HZ)** - A specialized emergency response unit staffed with a minimum of two personnel trained and declared competent by their department as Hazardous Materials Technicians. Equipment should include but not be limited to monitoring, detection, chemical testing and personal protective equipment.

29. **Hazardous Materials Decontamination Unit** – A specialized unit that is equipped and staffed by personnel used for the purposes of decontaminating personnel and civilians in the event of a hazardous substance release.

30. **Hovercraft (HC)** – Primarily a watercraft that has the ability to hover and travel over land and water. Unit shall be operated by a qualified driver and have the capability to carry a rescue victim in addition to the personnel assigned.

31. **Inspector (IN)** - An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education. Qualified individuals should at a minimum possess certification by the International Fire Code Institute (IFCI) in fire inspection.

32. **Ladder** - (hydraulic straight ladder, platform, articulating boom, ladder platform) A fire attack vehicle equipped with an aerial device of 65 feet or taller. Meeting specifications as outlined in NFPA 1901 Chapter 6. Staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. This vehicle does not have pumping capability.

33. **Ladder** - Meets a requirement Ladder as outlined but in addition has booster tank and pump making it capable of serving as an Engine. Often referred to as a Quint.

34. **Lieutenant** - An officer usually in command of a company, ranking above a firefighter and below a captain.

35. **Mass Casualty Unit (MCI)** - A unit or trailer equipped to deal with multiple injury incidents. The unit shall be capable of providing basic life support equipment to no less than fifteen victims.

36. **Medical Program Director** – The Snohomish County Medical Program Director (physician) for EMS.

37. **Medical Services Administrator (MSA)** – An officer or designee who has the responsibility of administration of an agencies medical services within their department that are in accordance with state, county and local EMS protocols and policies.

38. **Medical Services Officer (MSO)** - An officer or designee who is has the responsibility of support of emergency medical services within their department that are in accordance with state, county and local EMS protocols and policies.

39. **Medic Unit** - An advance life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one is a Paramedic and one being at a minimum an Emergency Medical Technician.

39. **Medic Unit** – The same as Medic unit except this medic unit type has a minimum crew of three of which all are trained as firefighter personnel. One crewmember is designated as a supervisor capable of performing the duties of a company officer.

40. **Paramedic** – An emergency response unit that is staffed with at least one paramedic and needed ALS equipment. This designators purpose is to be used where the closest paramedic is needed regardless of the apparatus they are currently assigned.

41. **Public Information Officer** - A person, who is a liaison between the fire department and all media representatives, assisting them with their news gathering efforts while ensuring non-interference with emergency operations.

42. **Rescue Unit / Medium** - A vehicle staffed with a minimum of two personnel trained in extrication and stabilization techniques. The apparatus shall include but not be limited to equipment and tools for spreading and cutting, air bags, cribbing and blocking materials, 40 pounds of ABC dry chemical extinguishing agent, 200 feet of utility rope, and 200 feet of lifeline.

43. **Rescue Unit / Heavy** – A vehicle that meets requirements of Medium Rescue and has equipment and personnel trained in building collapse and /or structure collapse.

44. **Safety Officer** - An officer or designee who is trained and certified by their department as competent in "On Scene Safety Officer" practices as specified by the Washington State Department of Labor and Industries and NFPA 1521.

45. **Services, Mechanic, Salvage** - A vehicle used for various non-emergency duties related to the fire department.

46. **Special Event Units –** This unit utilizes other terms contained here within that best describes the capability of such a unit after the SE designation in CAD. The special event is included in the unit radio call sign followed by the best description and a number as assigned to the agency having jurisdiction. This unit is normally established from a specific event and not recommended for dispatches outside of that event. (Example; "Special Event A9", Special event M32)

47. **Special Operations Officer –** Used as a personnel identifier for a supervisor assigned by the agency having the jurisdiction that has responsibility in the Fire Department special operations. Special operations usually are related to Hazardous materials and Technical Rescue response capabilities.

48. **Sprint** – **S**ingle **P**aramedic **R**esponse unit with **N**o **T**ransport capability. Primarily used where personnel respond in a non-transport vehicle to provide ALS care meeting the description of Paramedic described herein.

49. **Squad Unit** - A vehicle that carries fire personnel, SCBA's and may carry a variety of support tools such as generators, lights, saws, and small hand tools. At a minimum has the capability of radio communications on the Snohomish County fire channels/frequencies.

50. **Support Services Unit** - A vehicle staffed with a minimum of two personnel trained in the operation of the unit. The unit shall at a minimum provide limited temporary shelter or field office for victims/family members or emergency service personnel needing an area out of public view. The unit may also provide a limited canteen, skilled support counselor/friend, cellular and amateur radio communications, television monitor, and portable generator.

51. **Technical Rescue Unit** - A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of Confined Space, Trench, High and Low Angle, Surface Water and Ice rescue. Staffed with a minimum of two personnel trained and approved by their department as Rescue Technicians. This vehicle and staff shall be part of a rescue response team made up of multiple members trained to the same level or higher of Rescue Technician. This team will be able to assemble its members in a timely manner to mitigate incidents as required.

52. **Tender Engine** – A combination apparatus that meets the definitions of a tender as described above with pumping capability and also meets the definition of an engine company as described herein.

53. **Training Officer** - An officer charged with the education and training duties of an organized paid, combination or volunteer fire department.

54. **Utility Unit** - A vehicle used to haul various equipment and personnel and or other duties (except as defined in this document) as dictated necessary by a department. At a minimum has the capability of radio communications on the Snohomish County fire frequencies.

55. **Water Tender** - A ground vehicle that transports 2000 gallons or more of water and is preferred to have a folding tank, pump and hard suction. Is staffed with a minimum of two personnel trained in the use of the apparatus and its equipment. Although the apparatus does have pumping capability it does not meet all the requirements of an engine as described herein.

56. **Water Tender** – A ground vehicle that transports 2000 gallons or more of water. This unit type does not have a pump and is only capable of offloading via gravity or through suction from an apparatus with a pump. Is staffed with a minimum of one person trained in the use of the apparatus and its equipment.

5.10.2   S.C.E.R.N.S. UNIT DESIGNATORS

A	AID UNIT
AC	ASST CHIEF
AIR	AIR UNIT
ARU	AIRPORT RESPONSE UNIT
B	BATTALION UNIT
BC	BATTALION CHIEF
BK	BIKE
BR	BRUSH
BT	BOAT (OR OTHER WATERCRAFT)
CH	FIRE CHIEF
CL	CHAPLAIN
CP	CAPTAIN
CR	CAR
CRP	COMMUNITY RESOURCE PROVIDER
CU	COMMUNICATIONS UNIT
CV	COMMAND VAN
DC	DEPUTY OR DIVISION CHIEF
DCON	HAZMAT DECONTAMINATION UNIT
EM	EMER MANAGEMENT OFFICER
E	ENGINE
ES	EMER SERVICE UNIT
F	FOAM
FM	FIRE MARSHAL
HC	HOVERCRAFT
HZ	HAZMAT UNIT
HM	HAZMAT OFFICER
I	INVESTIGATOR
IN	INSPECTOR
L	LADDER
LT	LIEUTENANT
M	MEDIC
MD	MEDICAL PROGRAM DIRECTOR
MCI	MCI UNIT
MSA	MEDICAL SERVICE ADMINISTRATOR
MSO	MEDICAL SERVICE OFFICER
PIO	PUBLIC INFO OFFICER
PR	PORTABLE
R	RESCUE
S	SQUAD
SE	SPECIAL EVENT
SF	SAFETY
SO	SPECIAL OPERATIONS OFFICER
SP	SPRINT
SU	SUPPORT
SV	SERVICES
T	TENDER
TE	TENDER-ENGINE
TN	TRAINING
TR	TECHNICAL RESCUE
U	UTILITY

5.11 PUD Notifications

5.11.1 Purpose
To provide a single consistent guideline for notifications and requests for assistance from the Public Utility District of Snohomish County.

5.11.2 Policy
PUD shall be notified of all reports of incidents involving contact with power lines, reports of potential emergency situations involving power lines or known damage to PUD property.

5.11.3 Definitions

"Immediate Life Safety" request – An incident that is an immediate threat to the life of a citizen or firefighter, i.e. where someone is trapped in a vehicle with live wires down on the vehicle and the vehicle is smoking or on fire. The Incident Commander will determine when there is an Immediate Life Safety issue and request that PUD 'de-energize' the circuit.

"High Priority" request – An incident that even with fire and/or police standing by the probability of injury or property damage is significant, i.e. wires down with high potential for citizen injury (children's route to school), busy intersection, wires across vehicle, energized fence, electrocution, car/pole accidents, etc. Any citizen report that meets this definition without fire and/or police standing by shall be treated as a High Priority by the dispatch center until fire and/or police advise otherwise.

"Priority" request - A higher priority than Advisory. Where fire or police personnel feel they are required to stand by to avoid injuries to civilians or significant damage to property, i.e. Wires down possibly energized, wires involved with fire.

"Advisory" request – Notifications where no fire or police are standing by and the probability of damage or injury is very low or nonexistent, i.e. wires in the trees without fire, non-hazardous low hanging wires, minor damage to poles or other PUD property, power outages, etc. **All situations that have not been assessed by fire or law enforcement personnel shall be treated as either Priority or High Priority by the dispatch center.**

5.11.4 Procedures
All requests made to PUD will require an assigned priority level for response. Units in the field requesting a PUD response shall provide dispatch with a priority and a brief description of the problem. Also every attempt should be made to provide PUD with the closest physical address and/or pole number if available for their response.

Notifications of Advisory and Priority requests require either a phone call or may be routed to a printer at the Energy Control Center. (Under high volume situations requests may be routed from CAD to a dedicated printer located at PUD). If the time from the notification exceeds two hours, units may request the status of the PUD. In this case a phone call will be placed to the PUD to confirm that the request has been received.

All High priority calls require a phone call by using the dedicated phone line to the Energy Control Center by the Dispatch Center Supervisor. The PUD dispatcher will be given the reason for the high priority. The PUD dispatcher will call back when a PUD unit has been dispatched and will advise the location the crew will be responding from. ETAs will not be given. If the PUD does not answer in a reasonable amount of time, the PUD supervisor will be paged by the dispatch center for an immediate response.

The Incident Commander will notify SNO911 there is an 'Immediate Life Safety' issue and request that PUD "de-energize the circuit". It is the responsibility of the IC to give SNO911 a direct contact number for PUD to call the IC by phone for details of the request. The SNO911 Supervisor shall notify the PUD Energy Control via the non-published number and provide them with the phone number given by the IC. PUD will not guarantee that the line will be fully power-free until a service unit disengages the breaker on the feeder line. **(Even with the line "de-energized" there is still a risk of electrocution)**

In an effort to reduce the duplication of emergency dispatch, out-of-service time of emergency apparatus, and duplicate notifications for assistance made to the PUD; the following triage, notification, and site security guidelines are suggested:

Responding fire apparatus personnel should approach and position apparatus cautiously and at a safe distance away from any downed line whether or not the line is believed to be energized.

An assessment should be made by fire personnel to determine what type of utility line is down (power, cable, telephone). Further assessment should include a determination of what level of notification should be made to the PUD according to the criteria established in the definitions of this document.

During times of stressed operations and where the availability of emergency resources is critical to public safety, emergency personnel and apparatus may not be able to remain on scene until the arrival of PUD service personnel. In such cases, and in an effort to provide a level of safety to civilians and PUD service personnel, barrier tape should be used to mark the hazard area or entrance to the hazard area – remembering to provide a safe distance. Wherever safely possible, both sides of the hazard area should be marked to provide adequate warning from both directions. It is suggested to use 3" wide red plastic barrier tape bearing the word "Danger".

The purpose of the barrier tape is primarily to provide an indication of the potential hazard, but also serves to notify (in cases of duplicate reporting) other response apparatus that the incident has already been reported to the PUD.

The barrier tape should only be removed by PUD service personnel once the hazard has been mitigated.

5.11.5 Training
The PUD Energy Control Center, SNO911, fire departments, and law enforcement agencies shall train their personnel on their responsibilities of the above procedures.

5.12 Definitions

The following is standard radio terminology:

800 MHz Radio System: A trunked radio system operating in the 800 MHz radio spectrum designed to replace the existing VHF radio systems for most public safety radio users in Snohomish County. The system is designed to add capacity, provide enhanced features and improve radio interoperability between agencies and within and adjacent to Snohomish County.

Abandon: To immediately exit the building or area due to safety concerns for emergency personnel, without regard to equipment or hose lines left in place.

Accountability: A system that standardized accountability for personnel and companies at all emergency incidents in Snohomish County.

Advance a Line: Order to move line toward a given area from a point where the hose-carrying apparatus has stopped.

Advised Incident: Calls that are entered into the CAD system creating an incident number, but not requiring a dispatch. Examples of advised incidents may include: Hydrants out of service, road closures, alarm systems being put in and out of service and other advisements.

Air Mask: A self-contained mask providing an air supply. Usually the fire service uses a mask having a tank of compressed breathing air.

Alpha-numeric Paging: A digital paging system owned by SERS that operates on 152 MHz. The system is activated manually or by CAD to provide paging to police, fire and EMS users.

Affirmative: Yes

Alarm: 1. The predetermined initial response assignment for a given type of incident.

- Second Alarm: Alarm level two predetermined response assignment.
- Third Alarm: Alarm level three predetermined response assignment.

2. Any audible or visible signal or intelligence indicating existence of a supposed fire or emergency requiring response and emergency action on the part of the fire fighting service.

Alert 1: Minor in-flight aircraft emergency (rough running engine, low oil pressure, etc.)

Alert 2: Major in-flight aircraft emergency (cabin fire, smoke in aircraft, hydraulic loss, low/no fuel)

Alert 3: Aircraft Crash (Indicate a crash only, does not indicate severity of situation)

Apparatus: A motor driven fire truck, or a collective group of such trucks, which may be of different types such as a pumper, ladder truck. Usually does not include auxiliary vehicles not equipped with fire fighting appliances.

Apparatus Designator: The number assigned to a piece of Fire/EMS apparatus in Snohomish County that corresponds with the actual facility it is housed in or assigned.

Apparatus Placard: Designed to be displayed on all four sides of the apparatus. The apparatus type, zone of origin, and station from within that zone are displayed on the placard. As per the Snohomish County Fire Chiefs Association.

Available: Ready for an assignment at an incident.

Assigned: Performing an active assignment at an incident.

Arson: The crime of intentionally setting fire to a building or other property to defraud or for other malicious purposes.

Assembly Areas: The pre-arranged meeting locations in each Resource Zone where all designated Strike Team or Task Force apparatus and personnel assembly before responding as a group to a given incident.

Attack: The actual physical firefighting operation using available personnel and equipment. The implementation of tactical plans on the fire ground in an aggressive manner.

Attack Line: Line of hose usually from a pump used to directly fight or attack the fire as contrasted with supply or feeder lines connecting the water supply with the pumping apparatus.

Automatic Aid: Predetermined response

Automatic Sprinkler: Equipment for fire control and extinguishment whereby water is piped to specially designed sprinkler "heads" distributed throughout a property and operated automatically in the event of a fire.

Available: Unit/s ready for an assignment at an incident. All resources in a staging area should be available. Used for incident command situations only.

Available In Quarters (AIQ): Used by units involved in cross staffing, CAD command.

Available On Radio (AOR): Used by units involved in cross staffing, CAD command

Back Draft: An explosion or rapid burning of heated gases resulting from the introduction of oxygen when air is admitted to a building heavily charged by smoke from a fire which has depleted the oxygen content of a building. A "back draft" may occur when such a building is opened by the fire department without effecting proper ventilation procedures, or when the fire itself affects an opening.

Back Fire: A fire purposely set to burn out an intervening area to combat a fire.

'Back up' Line: An additional hose line laid other than the attack line, to protect personnel or in event the initial attack with small line proves inadequate. Often used as additional backing for firefighters using fog lines for close attack on flammable liquids fire.

Balance: Term used to upgrade unit/s required to meet incident response needs/ requirements i.e. BLSR balance to a Medic or Fire Single balance to a Fire Residential.

Battalion: Command duty officer for specified department, EXAMPLE: Battalion 1; Battalion 7.

Bleed: To drain water from hose or piping to remove pressure preparatory to breaking connections.

Blind Alley: A fire operations combat supply-line evolution whereby the first-in attack engine drops their forward supply line package at the beginning of a driveway, lane or alley and proceeds forward to the fire, laying a supply line in to its attack position. The supply line will then be provided a water supply by other incoming apparatus.

Booster: Small line equipment consisting of water tank and pump using ¾ inch or 1 inch rubber covered hose.

Break: End of transmission, beginning of another.

Brush Fire: A fire in wild vegetable growths, which is denser and higher than grass but not as large as trees.

Building of Origin: The building in which an extensive or spreading fire is understood to have started.

CAD: Computer Aided Dispatch -the computer system that provides efficient and effective public safety dispatch services.

Cancel (Response): Discontinue response to the scene or incident assigned.

C.A.N Report: This report indicates the current (C) conditions, (A) actions being taken and specific (N) needs.

Captain: An officer usually in command of a company and/or station, ranking above a lieutenant and below a Battalion Chief.

Charged Line: A line of hose filled with water ready for use and under pressure.

CHEMTREC: Chemical Transportation Emergency Center. Provides information and assistance to those involved in responding to chemical incidents. Operates in two stages: First, it provides immediate advice on the nature of a specific chemical; its hazards, and specific response recommendations. Second, it will promptly contact the shipper of the material for more detailed information and appropriate follow up, including on site assistance, where feasible.

Chief Officer: An officer in the fire department with the rank of Battalion Chief or higher.

Code Blue: Used by firefighters to request the highest level of response by law enforcement to life threatening situations. The firefighter will not be in a position to provide further details and the dispatcher should not request more information. **Code Blue** receives the same response as law enforcements

Code Response: Emergency response in accordance with responding agency's policy. (Normally with warning lights and sirens activated)

Code Stroke: Advisement to prompt responders for rapid transport when onset of patient's stroke symptoms have been less than 6 hours.

Combustible: A material or structure that ignites and burns at temperatures ordinarily encountered at fires: a material that, when heated, gives off vapors that in the presence of oxygen (air) may be oxidized and consumed by fire.

Committed: The status of a piece of equipment at an emergency indicating the equipment is not able to secure from the scene to respond to any other location.

Confined Space: Space with limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or an oxygen deficient atmosphere.

Confirm: Check to make sure and advise.

Canceled: Discontinue use of red lights and siren; resume speed limit; return to quarters or pervious detail. Status: "In Service".

Concealed Space: Areas between walls and partitions, between ceilings and floors, and in roof areas, through which fire may spread undetected.

Conflagration: Fire that extends over a large area, crossing natural or artificially created barriers in the process, and that destroys many buildings.

Contamination: Contamination of clothing may occur during fire fighting or emergency response operations. Many chemicals are capable of being absorbed through the skin, causing burns, poisoning, or death. For this reason, any protective clothing that has been even slightly contaminated must be removed promptly and carefully and must be thoroughly decontaminated. Be sure to advise all people at the scene of any hazardous chemical leak or spill to remain at the scene for evaluation by emergency personnel.

Crew Member: A position on an apparatus commonly identified by position names such as hydrantman, nozzleman, pipeman etc. For the purposes of radio communications these positions shall be assigned a number preceded by the letter M and used phonetically as "Mike" This identification shall be preceded by the apparatus identifier.

Cross Staffing: A method of managing two units in CAD that are from the same station staffed by a single crew that is only capable of staffing one piece of apparatus at a time. When one unit in a crossed-staffed status is dispatched, the second unit is automatically placed out of service and will not be recommended for dispatch unit the first unit is in service and back in quarters.

Damage: The total loss caused by fire including indirect losses such as business interruption, loss of future production, and loss of wildlife or watershed values in forest or brush fires.

Defensive Strategy: Holding action to keep fire within reasonable bounds. Exterior operations.

Disregard: The last transmission did not or does not apply to you. Disregard does not mean code green or cancel the response.

Drafting: The operation of providing a pump with water from a lower source, such as a lake, utilizing suction.

Drill: Practice of firefighting such as layering hose, raising ladders and operating pumps in order to develop teamwork and proficiency.

Driver: The driver shall be the individual assigned to drive and operate the apparatus. This is often referred to as the engineer, pump operator, ladder operator, or apparatus operator. The word <u>Driver</u> shall be the descriptor and verbiage used for radio communication to identify this position.

Dry Standpipe: A permanent pipe installed in a building with inlets on the street level and outlets on each floor and roof. It is not connected to a source of water. It is for the exclusive use of the fire department.

Dry System: A dry pipe automatic sprinkler system having air under pressure in sprinkler piping installed in areas that might be subject to freezing. The operation of one or more sprinkler heads releases the air pressure actuating the control valve allowing water to flow through the piping and out opened sprinkler heads.

DUI: Driving under the influence

Dumpster: A large commercial trash container.

EMER: Short for emergency signaling. One of the features provided by the SERS 800 MHz trunked radio system. It's an emergency signal allowing radio users in distress to silently signal a need for assistance to the dispatcher.

Emergency Traffic: Used to inform units there is an on-going emergency and not to interrupt unless with another emergency (refer to 5.3).

Encrypted: Encrypted radios provide secure digital or "scrambled" communications between field units and the communications centers. The technology incorporated in the SERS system design cannot be monitored without a similarly equipped and properly coded radio. "Police scanners" will only hear unintelligible noise when listening to an encrypted radio communication.

Engine Company: Fire department pumper. The engine under the hood of the fire department apparatus is usually termed the "motor". A fire attack vehicle that at a minimum meets NFPA 1901 Class A pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. Carries a certain amount of water in the tank, a compliment of various sizes of fire-hose and short ladders.

EPA: Environmental Protection Agency

ETA: Estimated time of arrival.

Evacuate: To remove the occupants or residents of a building, mall, or geographical area.

Event Types: Type of incident pre-determined for police, fire and/or EMS response.

Except: Units named are exceptions from the indicated status or location change. I.e. All units "except" E16 code green.

Exposure: Anything that may be endangered by fire in another building or from an outside source. In general, property at a distance exceeding 40 feet is not considered an exposure. Flying brands might cause an exposure hazard for a considerable distance and the limits noted above may be valueless in a conflagration. The protection of exposures is the second duty after saving a life.

Extension of Fire: Spread of fire, usually during the course of fire fighting operations, to areas not previously involved, as extension of fire through open partitions into the attic, or extension through unprotected openings into another room or building.

Extinguish: To quench; to put out flames; essentially, to completely control the fire so that no abnormal heat or smoke remains**.**

False Alarm: An alarm for which no fire existed or for which the fire department was unnecessary. Also due to accidental operation of alarm devices.

False Ceiling: A suspended ceiling below the original or true ceiling. Forms a concealed space in which, if not suitably fire stopped, a fire can spread unnoticed.

FCC: Federal Communications Commission

Fill-In: The assignment of apparatus to standby in an area that is without sufficient fire suppression coverage due to an emergency in the area to which the normally assigned apparatus has been committed or due to the normal assigned apparatus being out of service because of mechanical or manpower problems.

Fire: Rapid oxidation of combustible materials that usually results in the emission of light, heat and smoke.

Fire Behavior: The manner in which fuel ignites, flame develops and fire spreads. Sometimes used to distinguish characteristics of one particular fire from typical fire characteristics.

Fire Confinement: That stage in fire fighting when there is no more possibility of fire extension.

Fire Drill: In common usage, practice in evacuating buildings, or in other operations that might be necessary in case of fire.

Fire/EMS Resource Zone: A group of fire districts/departments that comprise a specific geographic area in Snohomish County.

Fire Fighting Tactics: Method of employing fire companies in an efficient, coordinated manner in the field so as to get satisfactory results.

Fire Hazard: Any condition or thing that might cause or contribute to the danger of fire.

Fire Investigator: An official trained and declared competent by their department in the investigation of fire cause and origin.

Fire Marshal: An official heading a bureau for the prevention and/or investigation of fires.

FPB: Fire Prevention Bureau

Fire Prevention: Any operation that tends to prevent fire from starting or spreading.

Fire Protection: A term that includes fire prevention, fire control, fire extinguishment, fire detection and fire investigation.

Fire Resistance: A measure of the ability of a material to keep from burning.

Fire Service: The organization that supplies fire prevention and fire fighting services to the community; it's member, individually and collectively. Sometimes used in a broad sense to include all persons involved in fire protection.

Fire Traffic: Used to advise calling unit of ongoing emergency radio traffic. (When non-essential communications are impeding the transmission of essential traffic).

Fire Under Control: Describes the point at a fire incident when the fire's progress has been stopped or confined.

First In: The apparatus assigned basic responsibility for a geographical area that should be the first arriving unit to an incident scene.

Flash Fire: A type of fire, which spreads with almost explosive rapidity. Many so-called "explosions" are actually flash fires resulting from ignition of highly flammable substances such as flammable liquids and gases.

Frequency: An electro-magnetic medium specifically assigned by the FCC designated by a number indicating its position in a range of bands. I.E. 154.435 MHz is assigned as North County FIRE Radio.

Full Protective Clothing: Means protection to prevent vapors, liquids, and solids from coming in contact with the skin or lungs. It includes helmet, self-contained breathing apparatus, coats, pants, rubber boots, hood and gloves customarily worn by firefighters. (F.P.E.-Full Protective Equipment)

Fully Involved: Completely engulfed in flames.

General Tone: (GA) Tone generated to alert an entire department.

Gore Point: The marked triangle area where two roads converge. Most commonly used for freeway entrance and exit ramps.

GPM: Gallons Per Minute

Group (Supervisor): Task/functional and short term. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.)

Hazardous Material: A substance or material in a quantity or form, which may pose an unreasonable risk to health, environment, or property. (HAZMAT)

Heat Conductor: Material capable of transmitting heat rapidly.

Helmet Shield: An elasticized shield backed with Velcro that attaches to the front of a member's helmet. The Helmet Shield has letters and/or number identifying a Zone, Fire Department Name, unit or administrative assignment**.**

Hooking Up: Connecting a pumper to a hydrant and connecting hose lines.

In Service: Unit/s in service is ready to respond to another incident.

Incendiary: A fire believed to have been deliberately set. The person who perpetrates such a crime.

Initial Short Report: The first arriving unit shall give an Initial Short Report upon arrival at the scene and the Dispatcher shall repeat the Short Report back over the air.

Inspector: An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education.

Involved: The building, area, room or structure actually enveloped in the flame and smoke of a fire.

Isolate Hazard/Deny Entry: To keep everyone not directly involved with the emergency or response or rescue operation away from the hazardous area. Do not let unprotected people back into the area. Conduct any rescue operations as quickly as possible, entering the scene from the upwind direction. This "isolate" step is the first to be taken even if "evacuation" is to follow.

Jurisdictional Agency: The agency having legal jurisdiction and responsibility for a specific geographical area.

Knock Down: To reduce flame and heat, usually by the use of hose lines, in order to prevent further extension of fire. To bring the fire to the overhauling stage.

Lay a Line: Order given by commander to stretch hose from a water source to the fire scene.

Lane Number: Traffic lanes shall be identified from the outside in. The lane closest to the outside shoulder shall be referred to as "Lane 1" and the next lane as "Lane 2". The final lane will be the lane closest to the inside shoulder.

Level One Operations: Normal dispatch/communication operations.

Level Two Operations: Overload or stressed dispatch/communication operations. The volume of activity in the dispatch center or within an agency overwhelms available resources.

Level Three Operations: Partial failure of radio or telephone systems.

Level Four Operations: Complete failure of radio and telephone systems.

Lieutenant: An officer usually in command of a company ranking above a firefighter and below a captain.

Life Safety: The first responsibility of the firefighting services is the safety of lives.

Lockout: Using a lock to secure in the "off" position any switches, valves, dampers power sources, etc.

LPG: Liquid Petroleum Gas

Mayday: To declare an emergency situation such as a person trapped, lost, or out of air, hurt or missing. When hearing "MAYDAY" all units maintain radio silence and listen for details. "MAYDAY" is to be repeated three (3) times over the radio by the individual calling, followed by a description of the situation, location and needs.

MCI: Multiple Casualty Incident. Five or more patients involved in one incident.

MDC: Mobile Data Computer-a mobile computer terminal, which uses a 900 MHz radio to interface with CAD allowing electronic messages (1) unit to dispatcher (2) unit to unit (3) unit to databases.

Medic Response: Emergency medical response requiring ALS personnel, 'Code'.

Medical Examiner: May also be referred to as "M.E.".

Medical Service Call: Non-code medical service call, i.e. "invalid assist" now BLSN.

Mike: For the purposes of radio communications crew positions on the apparatus that are commonly identified by position names such as hydrantman, nozzleman, pipeman etc. shall be assigned a number preceded by the letter word "Mike" This identification shall be preceded by the apparatus identifier. Example: Engine Five Mike One".

Mop Up: A late stage of fire fighting in which remaining hot spots are quenched and a search is made for concealed fires, used in connection with brush fires. (See Overhaul)

Move Up: An engine from one station moves into another station to cover the area during an incident. Dispatch tones the unit and directs which station to relocate the crew and apparatus non-code.

Move Back: The unit returns to their own station. This is also initiated from the command unit.

Multiple Alarms: Two or more alarms that need handling by the dispatcher at the same time. The alarms need not have been received at the same time.

Mutual Aid: Units from outside jurisdictions (outside your area) are requested to assist with a call.

MVA: Motor Vehicle Accident

Name Tag: A Velcro backed plastic tag with a member's rank (when appropriate), name and personnel number, used for accountability at incidents.

NAWAS: National Warning System

NFPA: National Fire Protection Association

Negative: No

Non-Code: Non-emergency response in accordance with responding agency's policy. (Normally without warning lights and sirens activated)

Nothing Found: A search of a given area has produced no victim or unusual situation. Used by fire personnel to advise I.C.

Nurseline: A telephone line staffed by a consulting nurse. Calls may be transferred from dispatch to a Nurseline if all criteria for an EMS response have been ruled out.

Offensive Strategy: Direct attack is made to the seat of the fire. Interior operations.

Officer: The individual assigned as the officer in charge of the particular piece of apparatus and its personnel assigned to the apparatus. Often referred to as the company officer or engine boss. The radio identification of this individual is accomplished by using the radio designation of the apparatus. No other identifier shall be needed.

Off the Air: Out of Radio Contact

On Scene: Arrived at the scene.

On the Air: Out of the station still monitoring the radio. (AOR)

Open Up: To ventilate a building filled with smoke and heat so that hose streams may be advanced to extinguish the fire and to avoid concentrations of unburned heated smoke and gases that might result in a hot air explosion. Also, used in reference to forcible entry of a closed burning building.

Out of Service: Not able to respond to alarm or perform any active assignment.

Out on Arrival: A fire found to have been extinguished prior to arrival of fire department equipment. Such incidents should be a matter of record and investigated to make certain that no hidden fire has escaped the attention of the persons who extinguished the flames.

Overcome: A person incapacitated by heat, smoke or gases so as to be rendered helpless and possibly unconscious.

Overhauling: A late stage of fire extinguishment process during which the area involved in the fire and the contents involved are carefully scrutinized for any remaining trace of fire or embers. Process during which effort is made to protect property against further damage due to the elements, etc.

PAR: (P) Personnel (A) Accounting (R) Report - The term "PAR" will often be used in a roll call to indicate all personnel are present and accounted for.

Passports: Plastic cards identifying a company or team used for tracking purposes.

Personal Protective Equipment (PPE): Includes helmet, self-contained breathing apparatus, coats, pants, rubber, boots and gloves customarily worn by firefighters (bunker gear).

PFC: Police and Fire Combined incident response. Used to identify unsecured scene situations (see Unsecured Scene).

Police Requested For (type of incident): Used to request emergency or non-emergency police response. I.E. "Police requested for traffic control".

Portable: Portable radio.

POV: Privately Owned Vehicle

Pre-Connected: Suction or discharge hose carried connected to the pump, saves time at the fire (pre-connect).

Primary Search: A rapid search of all involved and exposed areas affected by a fire that can be safely entered. Its purpose is to verify the removal and/or safety of all occupants.

PSAP: Public Safety Answering Point

Quarters: The fire station to which a fire company or individual is assigned.

Radio Cache: A cache may consist of a number of portable radios, a base station, and in some cases, a repeater stored in a predetermined location for dispatch to incidents.

Radio Designator/Signature: Radio name or number, identifying person/agency.

Rapid Intervention Crew: (RIC) is initiated when the incident commander determines it necessary to engage personnel in hazardous circumstances. A crew consisting of at least two members and shall be available for rescue of a member or a crew if the need arises. (Some agencies may use the term RIT-Rapid Intervention Team)

Received: Informational message understood.

Rekindle: Will NOT be used in radio broadcasts. This refers to a fire that was not extinguished the first time. Broadcast information as an original call.

Relay: Repeat a radio message from one unit to another (A to B, B to C).

Report: Verbal indication of the status of an incident or unit.

Rescue: The saving of life and removal of endangered persons to a place of safety.

Rescue Swimmer: Personnel trained in the skills required to perform water rescue.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Responding: Used to indicate that a unit is responding to the scene of an incident.

Response: Alarm; call for assistance; apparatus or personnel responding to an incident.

Roll Call: See PAR Report

Run: The action of an apparatus or personnel proceeding to and returning from an alarm.

Safe Route: A broadcast notification by the Law Enforcement Incident Commander to fire/EMS personnel indicating a safe route that should be taken to get to the "spot secure" location from the staging area or the expected response route. The safe route will be designated such that it does not pass through the unsecured area.

Safety: The radio designator for the Safety Officer.

Salamander: A portable heating unit, propane operated. Used to heat a large building that is under construction before a heating system is in use.

Salvage: Procedure to reduce incidental losses from smoke, water, fire or weather during and following fires. The saving of personal items and property.

SCBA: Self-Contained Breathing Apparatus.

Seat of Fire: Area where the main body of fire is located as determined by the outward movement of heat and gases.

Secondary Search: A very thorough search for fire victims conducted after the primary search. When possible, a different team from the primary search is used.

Secured Scene: When law enforcement perceives the scene is relatively safe for emergency Fire/EMS personnel.

Service Response: Service calls are considered non-emergency incidents. Unit(s) shall be dispatched as NON-CODE responses. Status: "In Service" unless it is determined at the scene that it is absolutely necessary to be placed out of service.

Short Report: Additional information specific to the incident which is transmitted, on the assigned frequency, while units are responding.

Simplex: A field radio communicating directly to another field radio without using a radio repeater system. These short-range channels are ideal for localized, tactical communications such as fire ground operations.

Size Up: Initial evaluation phase of the emergency situation.

Smoke: A combination of fire gasses, including carbon dioxide and other products of combustion that hinder respiration, obscure visibility and delay access to the seat of the fire.

Specialized Resources: Other types of resource not identified in Strike Teams, or Task Forces that can be used for disaster, fire, EMS or Hazmat incidents.

Special Status: May be used for limited response or temporarily putting apparatus out of service. When initiating special status a reason should be provided and the agency is responsible for monitoring.

> I.E. "Engine 46 on special status drilling, available for full response only".

Spot Fire: Fire set outside the perimeter of the main fire by flying sparks and embers. A major problem in conflagrations involving structures having wooden shingle or shake roofs and requiring patrolling of areas downwind from the main fire as well as in forest fires.

Staging: The area location where incident personnel and equipment are assigned on an immediately available status.

Stand By: Wait; hold your present position, assignment or radio traffic.

Standby Team: Team with gear donned, ready to provide a rescue if needed. Team can be performing other functions, but must remain in positive communication with the entry team (see Rapid Intervention Team RIT).

Status: The condition, assignment, or availability of personnel or equipment.

Status Board: A large hard plastic board with Velcro attached. Used to hold the Passports of assigned Teams and to make notes.

START Plan: **S**imple **T**riage **a**nd **R**apid **T**reatment used in pre-hospital multiple casualty incidents for initial assessment of treatment and transportation needs of the patients.

Still Alarm: When a unit responds without being dispatched. On view. When a citizen calls or goes into the fire station directly for a problem.

Strike Team: Five of a single (like) resource that have common communications and a Team Leader.

Tagout: Tagging switches, valves, dampers, power sources, etc. to notify personnel that these are not to be turned "on" because of danger to personnel operating in the vicinity.

Talkgroup: Defines radio communication groups i.e. "FIRE DISPATCH 1"; "FIRE TACTICAL". Authorized users select a Talkgroup by switching to a Talkgroup number on the dial of their portable or mobile radio.

Tapped Fire: Means the fire is out.

Task Force: A group of combination of single (unlike) resources that have common communications, a Team Leader and that can be formed on or off an incident.

Task Force/Strike Team Leader: A Chief Officer who shall assemble, respond and supervise a Strike Team or Task force from their zone. The officer shall possess a working knowledge of the Snohomish County Fire/EMS Resource Plan and the Incident Management System as recognized by the State.

Team: A group of two or more firefighters with a radio who work together and are responsible for each other's safety.

Team Response: Used in relation to Hazmat and Rescue responses. A Team response is at the request of the officer on scene, I.C. when it is determined that a full Hazmat/Rescue response is required.

Technical Response: Used in relation to Hazmat and Rescue response. A technical response is at the request of the officer on scene, I.C. When specially trained personnel are required to determine if a full Team response is needed.

Technical Response Unit: A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of confined space, trench, high and low angle, surface water and ice rescue. Staffed with a minimum of two personnel certified as Rescue Technicians as defined by Snohomish County Department of Emergency Management. This vehicle and staff shall be part of the rescue response team made up of multiple members

trained to the same level or higher of Rescue Technician. This team will be able to assemble its members in a timely manner to mitigate incidents as required.

Technical Specialists: Personnel with special skills who are activated only when needed. Technical specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use and training areas.

Three Passport Accountability System: A system for identifying, tracking and accounting for all personnel at an emergency incident. The system uses Helmet Shields, Name Tags, Passports and Status Boards to account for the assignment of personnel at emergency incidents.

Tone and Voice Paging: A radio paging system that transmits two audible tones, followed by a voice message from the dispatcher. Tone and voice paging is sometimes called "two-tone paging".

Training Officer: An officer charged with the education and training duties of an organized career, combination or volunteer fire department.

Transmission: The sending of a radio message or the text of the message itself.

Transportation (Officer): The radio designator for the individual at an MCI responsible for directing and coordinating victim loading and dispatching to medical facilities.

Treatment (Officer): The radio designator for the individual at an MCI responsible for directing and coordinating victim treatment.

Triage: Process of sorting (categorizing) multiple patient needs, kind of illness or injury, severity of the problem, and facilities available to handle them.

Trunking System: A technology in which a master computer selects a radio frequency on demand when a user presses the push-to-talk button on their portable or mobile radio.

Under Control: A fire sufficiently surrounded and quenched so it no longer threatens destruction of additional property and has reached a phase where overhauling can begin. Also called "Tapped Fire".

Unsecured Area: An area in which a violent or potentially violent incident has occurred and the situation has **not** been brought safely under control by law enforcement, or an area where a dangerous or potentially dangerous suspect may be a large, or where a dangerous person (armed suicidal subject) may be located but not yet under control by law enforcement.

Update To Follow: Generally used by the first arriving unit when giving an Initial Short Report and the report is incomplete. This indicates there will be additional information transmitted shortly and other units and dispatch should not tie up the air.

Urban Task Force: A group of combination of single (unlike) resources that have common communications, a Team Leader and that can be formed on or off an incident. Responds in an urban area.

Utility Package: Pre-defined support units that are dispatched at the request of the Incident Commander.

Ventilation: A technique of opening a burning building to remove heated smoke and gases to prevent explosive concentrations and to permit advancement of hose lines into effective positions for fire extinguishment. (I.e. opening doors, windows, cutting holes in the roof).

VHF Radio System: The existing analog radio system utilizes a 25-kilohertz bandwidth. SNO911 operations are conducted in the VHF radio frequency range between 153

and 160 MHz. The system includes both repeater and simplex modes of operation. The system may be operated I digital narrowband (12.5 kilohertz bandwidth) with upgrades to narrowband capable repeaters, mobiles and portables.

Withdraw: To exit the building or area with equipment and hose lines, due to a change in strategy (i.e. offensive to defensive; interior to exterior).

Working Fire: Active fire in progress.

Zone: A geographical area based system for grouping resources in Snohomish County.

Zone Coordinator: An individual appointed by the county Fire Chief's Association responsible for the coordination of fire resources located in a particular fire resource zone. Zones are made of multiple agencies within a geographical area of the county.

5.13 Incident Command Terminology

Agency Representative: Individual assigned to an incident from an assisting or cooperating agency that has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer

Aide (Officer): A scribe or assistant for the Incident Commander at the Command Post and answers the radio as "_____Command Post".

Air Operations: The acquisition and coordination of fixed wing or rotary aircraft by a ground coordinator for purposes of rescue, fire operations or emergency medical transport.

Allocated Resources: Resources dispatched to an incident that have not yet checked in with the Incident Commander.

Assigned: Performing an active assignment or actively responding to or on scene of an incident. *Used for incident command situations only.*

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assisting Agency: An agency directly contributing suppression, rescue, support, or service resources to another agency**.**

Available Resources: Resources assigned to an incident and available for an assignment.

Base: Serves several functions including location where primary support activities are performed, reporting area for resources not considered available for immediate assignment, and where apparatus are parked while crews are assigned to forward staging areas. A radio designator for the individual that is responsible for operating a resource Base where manpower and equipment are close to an incident.

Branch: That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch levels are organizationally between Section and Division/Sector/Group.

Branch (Director): Organization level having functional/geographic responsibility for major segments of incident operations.

Chief: IMS title for individuals responsible for command of the functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text: The use of plain English in radio communications transmissions. No ten codes or agency specific codes are used when using Clear Text.

Command: The radio designator for the Incident Commander (IC). The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

("name")Command: Call sign for Incident Commander where (*name*) is usually related to the location of the incident.

Command Post (CP): The location of where the Incident Commander has set up his position. Where the primary command functions are executed; usually co-located with the Incident Base.

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

Command Unit: A vehicle staffed by a command officer that is trained in and carries the equipment necessary to initiate the Incident Management System including, reference materials, portable radio pool.

Communications Unit: Functional Unit within the Service Branch of the Logistics Section. This unit is responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. Also may refer to a vehicle (trailer or mobile van) used to provide major part of an Incident Communications Center.

Company: A ground vehicle providing specified equipment capability and personnel (Engine Company, Truck Company, Rescue Company, etc.).

Company Officer: The individual responsible for command of a Company. This designation is not specific to any particular fire department rank (may be a Firefighter, Lieutenant, Captain, or Chief Officer, if responsible for command of a single Company).

Cooperating Agency: An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement agency, telephone company, etc.).

Crew: A specific number of personnel assembled for an assignment such as search, ventilation, or hose line deployment and operation. The number of personnel in a crew should not exceed recommended span-of-control guides (3-7). A Crew operates under the direct supervision of a Crew Leader.

Demobilization Unit: Functional Unit within the Planning Section. Responsible or assuring orderly, safe, efficient demobilization of resources committed to the incident.

Director: IMS title for individuals responsible for command of a Branch.

Dispatch Center: A facility from which resources are directly assigned to an incident.

Division: The radio designator for an officer that is given the command coordination function over all personnel and equipment for a defined geographical area or a specific function.
Functions consist of:
1. Roof   - Roof operations
2. Water   - Water supply
3. Division - There are 4 geographical alpha designators to a ground level fire:
    A. Division A - The front – normally the addressed side of the building.
    B. Division B - To the left of the front of the fire
    C. Division C - The rear of the fire
    D. Division D - To the right of the front of the fire

In a multi-story building, each floor above ground level is a Division. The officer responsible for the coordination of the activities on each floor is that floor "Division Office". Example: third floor is "Division 3"; the twenty-first floor is "Division 21".

Documentation Unit: Functional Unit within the Planning Section. Responsible for recording/protecting all documents relevant to an incident.

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section. Provides field facilities for incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, and a formal Command Post.

Finance/Administration Unit: Responsible for all costs and financial actions of the incident. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and the Cost Unit.

Food Unit: Functional Unit within the Service Branch of the Logistics Section. Responsible for providing meals for personnel involved with incident.

General Staff: The group of incident management personnel comprised of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Ground Support Unit: Functional Unit within the Support Branch of the Logistics Section. Responsible for fueling, maintaining and repairing vehicles and the transportation of personnel and supplies.

Group: That organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.)

Group (Supervisor): Task/functional and short term. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

Incident Action Plan: The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Command System (ICS): An Incident Management System with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Commander (IC): The individual responsible for the management of all incident operations. **.**

Incident Management System (IMS): Statewide recognized method of management system on an incident.

Information Officer: Responsible for interface with the media or other appropriate agencies requiring information direct from the incident scene. Member of the Command Staff.

Initial Attack: Resources initially committed to an incident.

Leader: The individual responsible for command of a Task Force, Strike Team, Or Functional Unit.

Liaison (Officer): The contact person for assisting or coordinating with other agencies. A member of the Command Staff.

Logistics (Chief): Responsible for providing facilities, services and materials for the incident.

Logistics Section: Responsible for providing facilities, services, and materials for the incident. Includes the Communications Unit, Medical Unit, and Food Unit within the Service Branch and the Supply Unit. Facilities Unit, and Ground Support Unit within the Support Branch.

Medical Services Officer (MSO): An officer or designee who has the responsibility of coordination of emergency medical services within their department that is in accordance with state, county and local EMS protocols and policies. Also known as Medical Service Administrator (MSA).

Medical Unit: Functional Unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment of emergency personnel. This Unit does not provide treatment for civilians.

Officer: The Command Staff positions of Safety, Liaison, and Information.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

Operations (Chief): Responsible for all tactical operations at the incident.

Operations Section: Responsible for all tactical operations at the incident. Includes up to 5 Branches, 25 Divisions/Groups/Sectors, and 125 Single Resources, Task Forces, or Strike Teams.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

PAR: A Personnel Accountability Report (PAR) involves confirmation that all personnel assigned are accounted for and have an adequate air supply to safely exit the hazard zone.

Reports of PAR's should be conducted face-to-face within the Division/Group or company and transmitted as one entire report whenever possible.

Planning (Chief): Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section: Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the situation status, resource status, documentation, and demobilization units as well as technical specialists.

PIO: Public Information Officer responsible for interface with the media.

Rehabilitation (Rehab): A rehab station is implemented when the incident commander judges the environment, workload, and/or atmospheric temperature indicates the probability of injury or temperature related illness to personnel (i.e. working fires, HAZMAT incidents when encapsulating suits are worn, etc.)

Reporting Locations: Any one of six facilities/locations where incident-assigned resources may check in. The locations are: Incident Command Post – Resources Unit (RESTAT), Base, Camp, Staging Area, Helibase, or Division Supervisor for direct line assignments. (Check in at one location only).

Rescue Company: A ground vehicle providing specified rescue equipment, capability, and personnel.

Resource Status Unit (RESTAT): Functional Unit within the Planning Section. Responsible for recording the status and accounting of resources committed to incident and evaluation of: resources currently committed to incident, the impact

that additional responding resources will have on incidents and anticipated resource needs.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Responder Rehabilitation (Rehab): That function and location which shall include medical evaluation and treatment, food and fluid replenishment and relief from extreme climatic conditions for emergency responders, according to the circumstances of the incident**.**

Safety (Officer): Responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety.

Section: That organization level having functional responsibility for primary segments of incident operations, such as: Operations, Planning, Logistics, and Finance/Administration. The Section level is organizationally between Branch and Incident Commander.

Section Chief: Title that refers to a member of the General Staff (Planning Section Chief, Operations Section Chief, Finance/Administration Section Chief, Logistics Section Chief).

Sector: Is either a geographic or functional assignment. Sector may take the place of either the Division or Group or both.

Service Branch: A Branch within the Logistics Section. Responsible for service activities at incident. Components include the Communications Unit, Medical Unit and Food Unit.

Single Resource: An individual Company or Crew.

Situation Status Unit (SITSTAT): Functional Unit within the Planning Section, Responsible for analysis of situation as it progresses. Reports to Planning Section Chief.

Staging Area: The location where incident personnel and equipment are assigned on an immediately available status.

Strategic Goals: The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

Strike Team: Five (5) of the same kind (like) or resources with common communications and a Task Force Leader (5 engines + 1 STL/5 ladders +1 STL, BLS, ALS, Tenders, etc.).

Supervisor: Individuals responsible for Command of a Division, Group or Sector.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section. Responsible for ordering equipment/supplies required for incident operations.

Support Branch: A Branch within the Logistics Section. Responsible for providing the personnel, equipment, and supplies to support incident operations. Components include the Supply Unit, Facilities Unit and the Ground Support unit.

Tactical Objectives: The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable. Tactical level officers are Division/Group/Sector.

Task Force: A group of any type and kind (unlike) of resources with common communications and a Task Force Leader (3 engines, 1 ladder, 1 aid unit, 1 Task Force Leader).

Technical Specialists: Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training. Technical Specialists report initially to the Planning Section but may be assigned anywhere within the IMS organization structure as needed.

Team (Leader): Two or more Firefighters/task oriented. May be a Company Officer.

Time Unit: A functional Unit within the Finance/Administration Section. Responsible for record keeping of time for personnel working at incident.

Truck Company: A ground vehicle providing an aerial ladder or other aerial device and specified portable ladders and equipment capability, and personnel.

Unified Command: A method for all agencies or individuals who have jurisdictional responsibility and in some cases those who have functional responsibility at the incident to contribute to 1) determining overall objectives for the incident 2) selection of a strategy to achieve the objectives.

Unit: That organization element having functional responsibility for a specific incident's Planning, Logistics, or Finance/Administration activity.

5.14 Basic Medical Abbreviations and Terminology

ABD	Abdominal
ABRAS	Abrasión
ACC	Accident
AED	Automatic External Defibrillator
AOB	Alcohol on Breath
ALS	Advanced Life Support
BCA	Bicycle Accident
BLS	Basic Life Support
BP	Blood pressure
CABN	Conscious Alert Breathing Normally
CBD	Criteria Based Dispatch (guidelines used to determine appropriate levels of response)
CCU	Coronary Care Unit
CHF	Congestive Heart Failure
COPD	Chronic Obstructive Pulmonary Disease (Asthma, Emphysema, etc.)
C/O	Complaints of...
CON	Conscious
CP (C/P)	Chest Pain
CPR	Cardiopulmonary Resuscitation (AKA: Mouth to Mouth)
CVA	Cerebrovascular Accident (Stroke)
DEFIB	Defibrillation
DKA	Diabetic Ketoacidosis
DOA	Dead on Arrival
EMD	Emergency Medical Dispatch
~~**EMT-D**~~	~~Emergency Medical Tech (Trained In Defibrillation)~~

EMT-B	**Basic EMT as defined by state standards**
EMT-A	————Advanced EMT with an intermediate level of care as defined by state standards
EMT-P	————Most often referred to as Paramedic with the highest leverl of pre-hospital care. meeting as defined by state standards
EPI	Epinephrine
ER	Emergency Room
ETOH	Alcohol Intoxication
FX	Fracture
GI	Gastro-Intestinal (GI bleed, possible perforated ulcer)
GOA	Gone on Arrival (Victim or patient has left the scene of incident)
GSW	Gunshot Wound
HBD	Has been drinking
HBP	High Blood Pressure (Hypertension)
HX	History
ICU	Intensive Care Unit
INJ	Injury
LAC	Laceration
LBP	Low Blood Pressure (Hypo tension or Low Back Pain)
LOC	Level of Consciousness
MCA	Motorcycle Accident
MCI	Multiple Casualty Incident
MI	Myocardial Infarction (Heart Attack)
MICU	Mobile Intensive Coronary Unit (Medic Unit)
MIR	Medical Incident Report
MSDS	Material Safety Data Sheet
O2	Oxygen
OD	Overdose
P	Pulse
PAT	Paroxysmal Atrial Tachycardia (Heart related)
POV	Privately owned Vehicle
PT	Patient
PX	Pain
RHR	Rapid Heart Rate
R/O	Rule out (determine not to be as in R/O MI or R/O Fx Leg)
RX	Treatment
SIDS	Sudden Infant Death Syndrome
SOB	Short of breath
STHB	Said to have been...
TIA	Transient Ischemic Attack
TRP	Telephone Referral Program

TRANS   Transport(ed)

UNC/UNCON Unconscious

VF   Ventricular Fibrillation

VS   Vital Signs

5.15 STANDARD CAD NARRATIVE ABBREVIATION LIST

MISCELLANEOUS WORDS/PHRASES

AC	Animal Control	GOA	Gone on Arrival	OCC	Occupied
A/C	Area Check	GSS	Global subject	OL	Open Line
ACC	Accidental		Search	PC	Probable Cause
ADV	Advised	HBD	Has Been		
ANON	Anonymous		Drinking	PED	Pedestrian
AOB	Amount of Bail	HS	High School	PH	Contact via
APT	Apartment	HU	Hang Up		Phone
ASAP	As Soon As	HUSB	Husband	PHYS	Physical
	Possible	JKT	Jacket	PKLOT/PLOT	Parking Lot
ATC	Attempt to	JO	Just Occurred	RE	Reference
	Contact	JUV	Juvenile	REQ	Request
ATL	Attempt to	LR	Line Released	RO	Registered
	Locate	LSH	Last Seen		Owner
ATT	Attempt		Heading	RP	Reporting Party
BLDG	Building	LSW	Last Seen	SUBJ	Subject
BLKING	Blocking		Wearing	SUSP	Suspicious
CB	Call Back	MS	Middle School	UAS/UAV	Unmanned Aerial
CC	Contact	NA	No Answer		Support/Vehicle
	Complaint	NABOR	Neighbor	UG	Upgrade
CCS	Cleared Call	NC	No Contact	UNK	Unknown
	Search	NEQ	Non-Emer Queue	USS	Unsecure Scene
DAU	Daughter	NH	Nothing Heard	UTL	Unable to Locate
DND	Do Not Disclose	NFI	No Further	VEH	Vehicle
DOT	Direction of		Information	VERB	Verbal
	Travel	NON	Non-Blocking	VIC	Victim
DWLS	Driving while	BLKNG	Non-Injury	WARR	Warrant
	License	NON INJ	Non-Public	WIT	Witness
	Suspended	NPD	Disclosure	YO	Years Old
EMPL	Employee	OCB	On Call Back		
ES	Elementary				
	School				

DESCRIPTIONS

AF/AM	Asian Female or Male	**After asking race/sex, ask and document age. If age is unknown, use general descriptors such as A (adult) or J (juvenile)**
BF/BM	Black Female or Male	
HF/HM	Hispanic Female or Male	
IF/IM	Indian Female or Male	
WF/WM	White Female or Male	

DIRECTIONAL INDICATORS

BEH	Behind	IFO	In Front Of	WB	Westbound
DOT	Direction of Travel	NB	Northbound	WO	West Of
EB	Eastbound	NO	North Of	X	Across
EO	East Of	SB	Southbound	XING	Crossing
		SO	South Of		

COLORS – LT before any color indicates 'Light' DK before any color indicates 'Dark' or use approved NCIC codes

BLK	Black	LAV	Lavender	SIL	Silver
BLU	Blue	MAR	Maroon	TURQ	Turquoise
BRO	Brown	PINK	Pink	WHI	White
BURG	Burgundy	PURP	Purple	YEL	Yellow
GRN	Green	RED	Red	ORG	Orange

MEDICAL

ABD	Abdominal	LAC	Laceration
AFIB	Atrial Fibrillation	LBP	Low Blood Pressure
AED	Automatic External Defibrillator	LOC	Level of Consciousness
ALS	Advanced Life Support	MCI	Multiple Casualty Incident
BLS	Basic Life Support	MI	Myocardial Infarction (Heart Attack)
BP	Blood Pressure		
CABN	Conscious, Alert, Breathing Normally	NVI	Nothing Visible Investigating
CHF	Congestive Heart Failure	MSDS	Material Safety Data Sheet
COPD	Chronic Obstructive Pulmonary Disease	O2	Oxygen
		OD	Overdose
CONS	Conscious	P	Pulse
CP	Chest Pain	P/C	Patient Contact
CPR	Cardiopulmonary Resuscitation	PAT	Paroxysmal Atrial Tachycardia (Heart Related)
DEFIB	Defibrillation		
DLOC	Decreased Level of Consciousness	POV	Privately Owned Vehicle
DOA	Dead on Arrival	PT	Patient
EPI	Epinephrine	PX	Pain
ER	Emergency Room	RHR	Rapid Heart Rate
FX	Fracture	RX	Prescription
GI	Gastro-Intestinal	SIDS	Sudden Infant Death Syndrome
GSW	Gunshot Wound	SOB	Short of Breath
HBP	High Blood Pressure	TIA	Transient Ischemic Attack
HX	History	TRANS/XPORT/TX	Transport(ed)
ICU	Intensive Care Unit	UNC/UNCON	Unconscious
INJ	Injury	VFIB	Ventricular Fibrillation
		VS	Vital Signs

5.16   CAD Agency Designators

DF	SOUTH COUNTY FIRE
AB	MUKILTEO FIRE
AD	SNOHOMISH FD 4
AE	SULTAN FD 5
AF/AC/AG/AC/AG	CLEARVIEW FD 7Previous FD 7 area nowt Snohomish Regional FireSnohomish Regional Fire & RescueSNOHOMISH REGIONAL FIRE
AJ/BJ/BH	NORTH COUNTY FIRE AUTHORITY
AK	TULALIP FD 15
AL	LAKE ROESIGER FD 16
AM/AS	GRANITE FALLS FD 17
AO	SILVANA FD 19
AQ	ARLINGTON HEIGHTS FD 21
AR	GETCHELL FD 22
AT	DARRINGTON FD 24
AU	OSO FD 25
AV/AW	GOLDBAR FD 26
AZ	COUNTY FIRE MARSHAL
BA	EVERETT FIRE
BE	COUNTY AIRPORT FIRE
BI	HAT ISLAND FD 27
BM	SKYKOMISH FD 50
BO	BOTHELL FIRE
BR	WOODINVILLE FIRE
BQ	EVERGREEN HOSPITAL MEDICS
BT	DUVALL FIRE
KC	SHORELINE FD 4
KM	NORTHSHORE/KENMORE FD 16
MF	MARYSVILLE FIRE
BL	ZONE RESPONSE
AX	NW AMB, FALCK AMB & ALNW
SH	AMR AMBULANCE
SD	RURAL METRO AMBULANCE

FIRE TAC 7 - (Bank A Channel 7) Monitored and recorded 24 hours a day, TAC 7 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).Monitored and recorded 24 hours a day, TAC 7 is the primary talkgroup for paging/alerting for the SNO911 South County Fire agencies – South County Fire, Mukilteo Fire, and Station 76. It is also the tactical channel for all routine incidents.

FIRE TAC 8 - (Bank A Channel 8) Monitored and recorded 24 hours a day, TAC 8 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).Monitored and recorded 24 hours a day, TAC 8 is a dedicated talkgroup for large scale fire/EMS incidents for the SNO911 South County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 9 - (Bank A Channel 9) Monitored and recorded 24 hours a day, TAC 9 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).Monitored and recorded 24 hours a day, TAC 9 is a dedicated secondary talkgroup for large scale fire/EMS incidents for the SNO911 South County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 10 – Bank A Channel 10) Monitored and recorded 24 hours a day, TAC 10 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).Monitored and recorded 24 hours a day, TAC 10 is a dedicated secondary talkgroup for large scale fire/EMS incidents for the SNO911 South County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 11 – Bank A Channel 11) Monitored and recorded 24 hours a day, TAC 11 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 12 – Bank A Channel 12) Monitored and recorded 24 hours a day, TAC 12 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 13 - Bank A Channel 13) Monitored and recorded 24 hours a day, TAC 13 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 14 - Bank A Channel 14) Monitored and recorded 24 hours a day, TAC 14 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 15 - Bank A Channel 15) Monitored and recorded 24 hours a day, TAC 15 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

SNO EM F – (Bank A Channel 16) Emergency Alert Talkgroup. Monitored and recorded 24 hours a day for 'EMER' activations. SNO911 fire radio users will be automatically 'switched' to this talkgroup when they have activated the emergency button on their radio.

Alternate Radio Channels
The following are a list of alternate radio channels available to users in the field either by 'switching' channels or by a patch set up at the SNO911 fire dispatch console. Not all are available or monitored at SNO911.

BOE EMERG – (~~Bank I Channel 10~~) Boeing Fire Channel for Mutual Aid. Monitored at Boeing Fire Dispatch.

BOE HAZMAT – (~~Bank I Channel 11~~) Boeing Fire Channel for Hazmat Mutual Aid. Monitored at Boeing Fire Dispatch.

770 – (VHF 153.770) Monitored and recorded 24 hours a day at SNO911. This channel allows mutual aid resources with only VHF capability to be patched at the fire dispatch console to an 800 talkgroup for communications. Skagit, Whatcom, Island County and King County FD 50 are on VHF. Also used for patching Airlift NW to an 800 resource when they are unable to move to the 800 MHz system. Radio contact is lost with SNO911 east of Baring.

770 SKY FTAC – (VHF 153.770) Same as main 770 VHF. This resource extends coverage east of Baring up to Stevens Pass.

8CALL90 – (~~Bank I Channel 1~~) National Hailing channel. Monitored but not recorded. This itinerant frequency is for emergency calling for mutual aid requests from outside the SERS system. Dispatchers should coordinate and move users to another available talkgroup, if appropriate, to avoid tying up the 8CALL90 channel.

8TAC91-94 - (~~Bank I Channels 2-5~~) National Tactical channels. May be monitored with **prior approval and staffing**. Not recorded. These channels may be a 'patched' to an 800 talkgroup at the SNO911 fire dispatch console.

~~**DEM OPS 1 & DEM OPS 2** (Bank E Channel 1 & 2) Not monitored or recorded. Channel for Snohomish County Department of Emergency Management operations~~.

DNR – Four VHF channels are available at the SNO911 fire dispatch console. They are as follows:

DNR SNOH	(159.435)
DNR DARR	(159.285)
DNR COMM	(151.415)
DNR AIR	(159.270)

These channels may be monitored with **prior approval and staffing**. Not recorded at SNO911. This radio resource at the SNO911 fire dispatch console is for emergency incidents involving the Department of Natural Resources. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

EOC HAIL - (~~Bank E Channel 3~~) Not monitored or recorded. EOC hailing channel for Snohomish County city EOCs. Available only at the SNO911 Supervisor console.

~~**EVP IO** - (Bank B Channel 11) Everett Police/Fire Interoperability Channel.~~

F TRAIN 1-54 – (Bank B Channel ~~14~~11-15) Not monitored or recorded. Countywide fire/EMS talkgroup used for training activities not involving a dispatcher. This talkgroup is not available to the SNO911 dispatcher.

~~**FIRE TAC 10-15** – (Bank A Channels 10-15) Monitored~~ **on request** ~~and recorded 24 hours a day, TAC 10-15 are dedicated secondary talkgroups for large scale fire/EMS incidents for all SNO911 Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).~~

8CALL90 & 8CALL TAC 91 -94 – (~~Bank G Channel 1~~ BANK R) Legacy Conventional National Hailing channel and Tac Channels. Monitored but not recorded. This itinerant frequency is for emergency calling for mutual aid requests from outside the SERS system. Dispatchers should coordinate and move users to another available talkgroup, if appropriate, to avoid tying up the ICALL channel~~.~~

~~**8TAC91 – 8TAC94** (Bank G Channels 2-5) Legacy National Tactical channels. May be monitored with~~ **prior approval and staffing**. ~~Not recorded. T~~ac ~~hese~~ channels may be a 'patched' to an 800 talkgroup at the SNO911 fire dispatch console.

MA KC POOL – (~~Bank I Channel 12~~Bank N) King County General Mutual Aid Channel.

~~**MA KC Z-1** - (Bank C Channel 10) The primary talkgroup for mobilization of King County Zone 1 resources. Monitored at NORCOM.~~

~~**MA KC Z-3** - (Bank C Channel 11) The primary talkgroup for mobilization of King County Zone 3 resources.. Monitored at Valley Com.~~

~~**MA KC Z-5** - (Bank C Channel 12) The primary talkgroup for mobilization of King County Zone 5 resources. Monitored at Seattle Fire Dispatch.~~

~~**MA PC 1** – (Bank I Channel 13) Pierce County Mobilization Pool channel.~~

~~**MA PC 2** - (Bank I Channel 14) Pierce County Mobilization Pool channel.~~

~~**MA SNO 1** – (Bank B Channel 11) Monitored only with~~ **prior approval** ~~and recorded at SNO911. This is the primary talkgroup for mobilization of SNO911 zone resources. If feasible, all units should 'switch' to this common talkgroup. Also used when King County units respond to Snohomish County incidents. The SNO911 fire dispatcher will automatically 'patch' this channel with the talkgroup of the assigned incident when King County units are requested.~~

~~**MA SNO 2** – (Bank B Channel 12) Monitored only with~~ **prior approval** ~~and recorded at SNO911. This is the primary talkgroup for mobilization of South County zone resources, but may be utilized by SNO911 agencies if MA SNO 1 is not available.~~

NC EMER Z1 - **–** (Bank ~~C~~J Channel 16) Emergency Alert Talkgroup. Monitored and recorded 24 hours a day for 'EMER' activations at NORCOM. SNO911 fire radio users will be automatically 'switched' to this talkgroup when they have activated the emergency button on their radio while on a NORCOM talkgroup.

~~**NC F TAC 1-10**~~**NORCOM BANK/ZONE** – (Bank ~~C~~ J Channels 1-10, 11-12 Dispatch announcement, 13 East Ambulance, 14 Government, 15 admin,~~emnt~~) Monitored and recorded 24 hours a day at NORCOM. Primary and secondary operational talkgroups utilized by NORCOM fire/EMS agencies. The SNO911 dispatcher should inquire the talkgroup of incident when SNO911 resources are requested. Responders should be advised the TAC assignment and 'switch' when dispatched to a mutual aid incident.

OSCCR – (VHF 156.135) Onscene Command Coordination Radio. May be monitored with **prior approval and staffing**. Not recorded at SNO911. This State Department of Emergency Management channel is used by public-safety agencies, 'on-scene' at an event/incident, for command and coordination of activities between agencies. OSCCR can only be employed in the simplex mode via mobile and/or handheld equipment. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

~~**PSOPS N3 –** (Bank A Channel 10) Monitored **on request** and recorded 24 hours a day at SNO911. This Public Safety talkgroup is for emergency joint communications between police and fire/EMS. If feasible, all units should 'switch' to this common talkgroup. Only the SNO911 supervisor can patch other radio resources to this talkgroup, if needed. N3 is the primary for SNO911 agencies.~~

~~**PSOPS N4 –** (Bank B Channel 11) Monitored **on request** and recorded 24 hours a day at SNO911. This Public Safety talkgroup is for emergency joint communications between police and fire/EMS. N4 is secondary to PSOPS N3.~~

ROBEFIRE – (VHF 154.430/159.465) Repeater installed at the Granite Falls site to extend radio coverage primarily for Robe Fire (FD23) tactical operations. 800 MHz coverage is limited beyond Red Bridge. This channel allows mutual aid resources with only VHF capability to be patched at the fire dispatch console to an 800 talkgroup for communications. It extends communications on the Mountain Loop Highway to at least to the Ice Caves. ALNW and SCSO helicopters also have this resource.

STATE OPS 1 – (~~Bank C Channel 13 & Bank G Channel 6~~) Not monitored at the SNO911 fire console or recorded, but may be monitored in an emergency situation only on the back-up site trunking radio. This is a non-trunked 800 MHz channel. Communications can only take place when field radios are in close proximity. State Ops 1 is primarily used for tactical Fire and EMS operations.

~~**STATE OPS 2-4** – (Bank C Channels 13-15 & Bank G Channels 7-9)~~

SNO OPS ~~5-12~~1-16 – (Bank ~~E~~ G Channels ~~6-13~~1-16) May be monitored only with **prior approval and staffing**. These talkgroups are recorded and may be utilized for preplanned events.

SIMPLEX 1-~~2~~3 – (Simplex 1 Bank ~~Bb~~A Channel ~~9~~15 –Simplex 2 Bank B Channel 1~~0~~5 ~~– Simplex 3 Bank E Channel 4)~~)These Non-trucked 800 MHz radio channels are not recorded and can only be used to communicate if radio users are in close proximity to each other.

VHF MARINE – Seven channels are available at the SNO911 fire dispatch console. They are as follows:

CH 16	Distress and calling	(156.800)
CH 21A	Coast Guard only	(157.050)
CH 22A	Coast Guard Liaison	(157.100)
CH 23A	Coast Guard only	(157.150)
CH 81A	U.S. Government environmental operations	(157.075)
CH 82A	U.S. Government-NOAA	(157.125)
CH 83A	Coast Guard	(157.175)

These channels may be monitored with **prior approval and staffing.** They are not recorded. This radio resource at the fire dispatch console is for emergency marine incidents. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed. Antenna is located on the roof of PSAP. Communication is not ideal depending on location of incident.

WSP (Everett) – (VHF 155.655) May be monitored with **prior approval and staffing**. Not recorded at SNO911. This radio resource is at the SNO911 fire dispatch console for monitoring emergency incidents. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

USFS – (VHF 170.525) (Darrington and Verlot sites available)
May be monitored with **prior approval and staffing**. Not recorded at sno911. This radio resource at the sno911 fire dispatch console is for emergency incidents involving the U.S. Forest Service. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

Fire Radio Police and Hospital Banks

Bank ~~C~~D - Snohomish County 911 Fire Radio Police Bank
Channel 1 – ~~SC POL 1 – South County Patrol/All Cities~~**South County Police 1**
Channel 2 – ~~SC TAC 1 – South County Police TAC 1~~**South County Police Tac 1**
Channel 3 – ~~SC POL 2 – Lynnwood Police Patrol~~~~S. County Police 2~~**South County Police 2**~~i~~
Channel 4 – ~~SC TAC 2 – South County Police TAC 2~~**South County Police Tac 2**
Channel 5 – ~~SOC SO POL 3 – South County Overflow~~~~Sheriff Tac 1~~**Sheriffs South**
Channel 6 – ~~SO SOUTH – Sheriff's Office South County~~ ~~Sheriffs Tac 2~~**Sheriffs South Tac**
Channel 7 – ~~SO S NORTH TAC – Sheriff's Office South North TAC 1~~**Sheriffs North**
Channel 8 – ~~SO NORTH TAC 2 – Sheriff's Office North County TAC 2~~**Sheriffs North Tac**
Channel 9 – ~~SO EN TAC – Sheriff's Office North East TAC~~**Sheriffs East**
Channel 10 **–** ~~SO EAST~~ ~~TAC – Sheriff's Office East County Tac 2~~**Sheriffs East Tac**
Channel 11 – ~~SO E TAC~~**Everett Police** – ~~Sheriff's Office East TAC~~~~Everett Police Dispatch~~~~Tac 1~~
Channel 12 – ~~SO SAR~~~~Everett Police~~**Marysville Police Dispatch**
~~Tac 2~~ – ~~Sheriff's Office Search & Rescue~~~~Everett Police Tac 2~~
Channel 13 – ~~EVP DISP – Everett Police TAC 1~~**Marysville Police 2**
Channel 14 – ~~EVP DATA – Everett Police TAC 2~~**Snohomish County Air Ops 1**
Channel 15 – ~~MPD POL1 – Marysville Police TAC 1~~**Tulalip PD**
Channel 16 – ~~MPD POL2 – Marysville Police TAC 2~~
Search & Rescue
Bank ~~S~~H - Snohomish County 911 Fire Radio Hospital / Sno Co. DEM
See Radio for specific Channels
~~Channel 1 – SN HSP COM – All Hospital Common Shared~~
~~Channel 2 – PROV EV – Providence Medical Center Everett~~
~~Channel 3 – EVER MON – Valley General Hospital Monroe~~
~~Channel 4 – CASCADE – Cascade Valley Hospital Arlington~~
~~Channel 5 – SWED EDM – Swedish Medical Center Edmonds~~
~~Channel 6 – SWED MC – Swedish Medical Center Mill Creek~~
~~Channel 7 – DARR CLN – Darrington Clinic~~
~~Channel 8 – KCHSPCOM – King County Hospital Common Shared~~
~~Channel 9 – HARBVIEW – Harborview Hospital Seattle~~
~~Channel 10 – EVERKIRK – Evergreen Hospital Kirkland~~
~~Channel 11 – CHILDREN – Children's Hospital Seattle~~
~~Channel 12 – OVERLAKE – Overlake Hospital Bellevue~~
~~Channel 13 – UW – University of Washington Hospital Seattle~~
~~Channel 14 – VIRG MAS – Virginia Mason Hospital Seattle~~
~~Channel 15 – NORTHWST – Northwest Hospital Seattle~~
~~Channel 16 – MED EXAM – Snohomish County Medical Examiner~~

5.18   Fire Operation Centers (FOC) Addresses and Telephone Numbers

Department/District Printer	Address	Phone #	Alt. Phone #	FOC
~~Fire District 7~~SRVF – Sta 31	163 Village Court	360-794-7666	360-794-0959	ACPN11

Fire District 4 - Sta 43	1525 Avenue D	360-568-2141	360-568-4523	ADPN32
Fire District 5 - Sta 51	304 Alder Av	360-793-1179	425-422-8421	AEPN11
~~Fire District 7 - Sta 71~~	~~8010 180 ST SE~~	~~360-668-5357~~	~~425-486-1217~~	AFPNEC
Fire District 15 – Sta 60	7812 Waterworks Rd	360-659-2416		AKPN11
Fire District 16 – Sta 85	1205 S Lk Roesiger Rd	360-568-6796		ALPN11
Fire District 17 - Sta 87	116 S Granite Av	360-691-5553	425-238-8314	AMPN11
Fire District 19 - Sta 94	2720 212 ST NW	360-652-8277	360-913-0258	AOPN11
Fire District 21 – Sta 49	12131 228 ST NE	360-435-3311		AQPN11
Fire District 22 – Sta 68	8424 99 AV NE	360-659-6400	360-913-0362	ARPN11
~~Fire District 23 – Sta 89~~	~~31907 Mt Loop Hwy~~	~~360-691-0801~~		ASPN11
Fire District 24 – Sta 39	1115 Seemann St	360-436-1338		ATPN11
Fire District 25 – Sta 37	21824 SR 530	360-435-2672		AUPN11
Fire District 26 - Sta 54	42013 SR 2	360-793-1078	360-793-1335	AVPNFC
Fire District 27 – Sta 27	100-F Saratoga Dr	360-444-6886	None	BIP000
Arlington Fire – Sta 47	~~6231 188 ST NE~~	~~360-403-3480~~	360-403-3600	BHPN21
County Airport Fire - Sta 26	3601 109 ST SW	425-508-7388	425-508-5094	BEPN11
Everett Fire - Sta 1	3619 Rucker Av	425-257-8157	425-257-8140	BAPN13
~~Lake Stevens Fire – Sta 82~~	~~04 99 AV NE~~	~~425-334-3034~~	425-259-0753	SSPN10
Marysville Fire – Sta 62	10701 Shoultes Rd	360-363-8562		MFPN21
North Co Fire Authority – Sta 97	19727 Marine Dr	360-653-1246		AJPN11
South County Fire – Sta 11	12310 Meridian Ave	425-327-3730	425-977-9651	

5.19 Hospital Diversions

Purpose -To transport the prehospital patient to the closest appropriate facility that is staffed, equipped and prepared to provide care appropriate to the needs of the patient. To provide a temporary mechanism for receiving hospital requests for prehospital diversion patients and the relay of that request to Snohomish County 911 EMS agencies.

Policy -Snohomish County 911 shall receive all requests for hospital diversion status and relay that request upon notification from a unit in the field that transport has been initiated to that facility.

Definitions - The following definitions have been established by Snohomish County Emergency Medical Services.

Types of Diversion:

- **Code STEMI Diversion – Cardiovascular Lab (CVL) not functional due to equipment failure.**

- **Code Stroke Diversion – CT Scanner not functional**

- **Code Trauma Diversion – CT Scanner not functional**

- **Code Safety Diversion – ED Closed to all patients**
  - Active Scene of violence
  - Active threat of violence

- **Code Infrastructure Diversion – ED Closed to all patients**
  - Internal disaster including but not limited to power failure, flood, fire, or other loss of critical operating infrastructure not caused by an external widespread disaster.

Hospital Catchment Zones:

The physical area of each participant hospital, which generally reflects their primary patient population.

Internal Peak Census Policy:

Each hospital will have a Peak Census Policy/Protocol, which will address:
Definitions of conditions for activation
Specific procedures to secure additional staff and resources
Notification and approval of the hospital administrator/designee to place the hospital on prehospital (EMS) diversion
Procedure for internal review of cases of prehospital (EMS) diversion

Eligibility

The hospital emergency department has exceeded its safe capacity for caring for critical patients. Lack of inpatient beds, Critical Care beds and/or medical staff backup **does not** meet criteria for emergency department diversion.
The hospital has initiated its own Internal Peak Census Policy to address correction of the underlying issues.

Limitations

Diversion causes EMS disruptions, which result in prolonged transport times, delay in subsequent response to 911 calls, and transport of patients to hospitals not of their choosing. The following limitations therefore apply:

1. Diversion is temporary. Each request shall **expire in two hours**. Hospitals are encouraged to end diversion as early as possible.
2. If two or more hospitals in contiguous areas request diversion simultaneously, both facilities are downgraded to Limited diversion status. Exception is if a hospital is on Closed diversion, it will remain in that status.

Hospital Implementation

1. Hospitals will identify issues leading to the necessity for diversion
2. Internal procedures to mitigate these issues will be implemented

3. The appropriate hospital administrator/designee will be notified and authorization to implement prehospital diversion will be obtained
4. Dispatch agencies will be notified by hospital administration/designee

Procedure:
1. Snohomish County EMS will recognize 5 types of Diversions.
2. Hospitals will call SNO911 for Diversion start times and for any updates. They will also notify neighboring hospitals by phone. Diversion will be limited to 2 hours at which time a hospital must update its diversion status or risk falling off diversion. Diversion status will be tracked by SNO911.
3. Diversion status shall be acknowledged by an on-call Hospital Administrator within 60 minutes of diversion and a record kept by the Hospitals for review on request by Snohomish County EMS. Patients will be diverted to the next closest appropriate facility based on their condition and/or request.
4. For Code STEMI, Code Stroke and Code Trauma diversions, any unstable patient that needs physician assistance to secure the airway or obtain intravenous access should not be diverted.
5. The Trauma TOR (Termination of Resuscitation) policy supersedes Trauma Diversion.

Dispatch Center Procedure
The 8 area facilities that receive prehospital transport patients from Snohomish County 911 EMS agencies:

Providence Everett Medical Center	PROV
Providence Women & Children Pavilion	PAV
Evergreen Monroe	EVMON
Cascade Valley Hospital	CVH
Swedish Edmonds	SWEDE
Swedish Mill Creek	SWEDMC
Evergreen Medical Center-Kirkland	EVGRN
Skagit Valley Hospital	SVH
Harborview Medical Center	HMC
Northwest Hospital	NWH
Overlake Hospital	OLK

Shift Supervisor/Designee Responsibility
1. Receive telephone notification from hospital administration/designee on Snohomish County 911 business line.
2. Advise Fire Dispatch of the specific hospital on diversion, including the type of diversion, CODE STEMI, Code Stroke, Code Trauma, Code Safety or Code Infrastructure. Log diversion including hospital name, type of diversion and times on the SITREP.

Fire Dispatch Responsibility
1. Dispatch will alert field personnel via a radio broadcast when a hospital goes on or comes off a diversion.
2. Document the diversion in CAD using **DIVERT** for the hospital diversion into CAD using the designated hospital unit and the type of diversion.
3. Set a two-hour timer (in minutes 120) using the hospital unit and the unit contact 'UC' command. **Example: UC CCH 120**

4. Upon notification of transport to a hospital facility on diversion status the fire dispatcher shall advise any transporting unit of the diversion. **Example: "Medic 31 be advised that Colby Campus is on Code STEMI diversion"**

5. Automatically clear the hospital diversion after the two-hour timer has elapsed* or if notification is received from the hospital administration/designee that the diversion has been cancelled. **Example: C CCH**

*The only exception to the automatic cancellation may be due to a long-term closure of a hospital facility. In this instance the hospital shall remain on diversion status until notification is made by the hospital administration/designee.

5.20 Tri-County Scenes of Violence Protocol

1.0 PURPOSE

1.1. To provide a framework for Snohomish County Law Enforcement when responding to scenes of violence in mutual aid jurisdictions and with Fire/EMS support

1.2. Establish a regional, multidisciplinary policy, doctrine and planning

1.3. Integrated and interoperable incident command and communications

2.0 DEFINITIONS

2.1. Indirect Threat (Warm) Zone: Any area in the incident scene where there is a potential hostile threat to persons or providers, but the threat is not direct and immediate. This is the area of operation for the Rescue Task Force (RTF).

2.2. Direct Threat (Hot) Zone: Any area within the incident scene in which there is a direct and immediate threat to persons or providers.

2.3. Cold Zone: Areas where there is little or no threat. The area where the RTF delivers extracted victims. Fire/EMS conducts treatment and transport operations in this area. Unified Command will be located in this area.

2.4. Exclusion Zone: The control zone designated to exclude all unauthorized personnel, responders, and equipment. Examples of exclusion zones could be holes in floors, explosive devices, or collapse hazards.

2.5. Transition Period: The point where Law Enforcement determines that a hot zone has become a warm zone, and directs rescue teams to enter an area and rescue patients/victims.

2.6. Concealment: A barrier that prevents a provider from being seen; however, offers no ballistic protection.

2.7. Cover: A barrier that has the potential to offer some ballistic protection.

2.8. Scenes of Violence: Any type of incident in which Fire/EMS personnel may be exposed to harm as a result of violent or threatening act(s). Such situations may include, but are not limited to: riots, fights, violent crimes, suicides, domestic

disagreements, active shooters/killers, incidents with weapons, or any other circumstance where Fire/EMS personnel may reasonably fear for their safety. LE should be the initial lead agency at such incidents. LE will address the threat and provide security in accordance with agency guidelines. Fire/EMS will address medical treatment and patient transport.

2.9. Active Shooter Incident: An event in which one or more people use deadly force on other people and continue to do so while having access to additional victims.

2.10. Casualty Collection Point: A secure area designated or created for the temporary gathering, triage, medical treatment, holding, and/or evacuation of casualties during a mass casualty incident.

2.11. Contact Teams: Teams of Law Enforcement officers whose primary responsibility are to find and neutralized an active threat(s).

2.12. Counterpart: Personnel from different agencies that are assigned to jointly perform functions such as rescue groups.

2.13. Evacuation Area: Area where Fire/EMS can safely treat and transport patients that does not require Law Enforcement presence for safety issues.

2.14. Force Protection: The escorting of Fire/EMS by armed Law Enforcement in and out of a warm zone. Force protection will remain intact with Fire/EMS except in circumstances in which an immediate threat is encountered. In such cases the *Priority of Life* will be evaluated and acted upon. Law Enforcement will endeavor to provide an element of force protection to assist with Fire/EMS extraction and/or provide cover until the threat is resolved. Force protection officers will maintain direct communication with contact team(s).

2.15. Rescue Group Supervisor: Law Enforcement and Fire/EMS supervisors working as counterparts who will oversee Rescue Task Force operations in and Indirect Threat or warm zone environment.

2.16. Rescue Task Force: County-wide plan outlining a multidisciplinary (LE and Fire/EMS) task force designed to enable entry of Fire/EMS into the Indirect Threat (Warm) Zone escorted by LE to effect extraction of patients who could not self-extract themselves. A Rescue Task Force (RTF) provides medical interventions consistent with Tactical Emergency Casualty Care Guidelines, or the individual county protocols the EMS providers are operating under.

2.17. Safety Corridor: Access path to and from patient locations in the Indirect Threat (Warm) Zone to the Cold Zone and/or Evacuation Area. This area will be protected by LE with stationary personnel dedicated to on-going security allowing safe movement by ambulatory patients and Fire/EMS personnel throughout the defined path.

2.18. Shelter In-Place: To take cover until it is deemed safe to evacuate.

2.19. Transportation Corridor: An ingress and egress corridor that allows emergency equipment to move in and out of the area. This corridor needs to be set up early and kept open to allow ambulances, medic units, armor, and other specialty equipment to move in and out of the scene.

2.20 Triage: The sorting and allocation of treatment to patients, especially battle and disaster victims, according to a system of priorities designed to maximize the number of survivors.

2.21. Unified Command: An authority structure in which the role of incident commander is shared by two or more individuals (i.e. LE and Fire/EMS), each already having authority over a different responding agency or discipline.

3.0 POLICY

3.1 **Planning for Response to Violent Scenes:** Each department shall communicate with their respective Fire Department/EMS/Communication Centers to make them aware of the contents of this policy and procedure, that it has been adopted by all Snohomish County Law Enforcement and Fire Agencies, and how they may work jointly to incorporate its provisions on scenes.

3.2 **Priority of Life:** The priority of life in violent, tactical situation, is as follows: Hostages/Victims; Innocent by-standers; Police/First Responders; Suspects/Subjects

3.3 **Situational Awareness:** Situational awareness and avoidance is the primary strategy for protecting personnel from injuries caused by violence. Always review premise history when available. Maintain situational awareness even if the scene is reported as safe (secure). Be aware that information is often limited and may be incorrect. When approaching a scene, pay attention to your surroundings.

3.4 **Staging for Fire/EMS:** Fire Department/EMS personnel responding to potentially violent calls should stage a safe distance from the scene. Communication Centers may provide direction for Fire/EMS units to stage or give information so that arriving officers can make that determination. Staging sites shall be determined and announced over the radio by first arriving officers. Responding units should not cross through the incident to access staging. If you cannot drive safely to the staging site, report this to dispatch/IC and setup a second staging site. Staging sites should not be in view of the incident scene and have "hard" barriers between the staged unit(s) and the scene. Unit(s) should make efforts to stage where suspects fleeing the scene cannot readily see them. Dispatch shall confirm with all responding units the receipt of staging instructions. This will require coordination among PSAPs.

3.5 **Secure Scene:** Fire/EMS personnel should not enter the scene until they receive verbal or physical confirmation from Law Enforcement on location, either through fire dispatch or by face-to-face confirmation from Law Enforcement at the staging area where fire units are located, that it is safe to enter. It should be noted that

potentially violent scenes are rarely completely "secure". Law Enforcement may declare that certain areas of a scene can be deemed secure or stable to a point that would allow Fire/EMS entry, while others may not be. In such cases the officer in charge, in consultation with Law Enforcement command if possible, shall decide the level of police protection necessary for Fire/EMS personnel to enter and the length of time personnel shall remain in the potentially dangerous zone. It is imperative that Law Enforcement communicate with Fire/EMS agencies in their jurisdiction to ensure that they are familiar with language used by particular law enforcement agencies that indicate a scene is safe for Fire/EMS to enter.

3.6   **Command Considerations:** The Law Enforcement I.C. (as determined per department policies) shall coordinate all mutual response activities with the Fire Department I.C. A Unified Command should be considered for any incident involving ongoing violence, the potential for ongoing violence, or extended operations that include Fire/EMS.

3.6.1 In the event that Law Enforcement has not established a formal Command Post due to operational issues, the Fire Department shall establish their own Command and seek to include Law Enforcement as their personnel are available. This location should be communicated to Law Enforcement so that Unified Command can be established.

3.6.2 The Command Post shall be established in an area that is separated from ongoing operations and is deemed safe from further violence or disruption.

4.0 Procedures

4.1   The first arriving officers to a scene of violence will form a contact team(s) if feasible and deploy available/authorized long guns to address the immediate threat. (The deployment of long guns shall be deployed in accordance with department policy).

4.2   **Unless immediate tactical action is necessary**, one of the initial arriving officers shall assume incident command and establish a command post outside the immediate threat area as soon as practical. Priorities for the initial Incident Commander include establishing an inner perimeter for the immediate scene (keep the incident from expanding), locating a staging area(s) for incoming personnel, identifying ingress-egress locations for movement in and out of scene, coordinating with Fire/EMS to establish unified command, and making proper mutual aid requests as well as chain of command notifications until relieved by the first arriving supervisor. While this may not be possible in all incidents or jurisdictions, it is critical that command be established as soon as possible during an incident of this nature.

4.3   Additional incoming units will report to the designated staging area(s) unless otherwise directed by the Incident Commander. Officers shall not self-deploy into another jurisdiction without reporting to the staging area unless directed to do so by dispatch or by the LE Incident Commander.

Exception: when *your law enforcement agency* borders on the jurisdiction requesting assistance, on-duty officers may respond to the incident with notification to dispatch. Supervisors shall monitor the request and coordinate the

response.

When requesting mutual aid from neighboring jurisdictions, the request should include the following: how many officers/supervisors are needed, staging location for responding officers, who the responding officers should report to at the staging area for assignments, what frequency to monitor, and any special equipment needed

4.4   A Transportation Corridor should be maintained giving access to a set extraction location coordinated with Fire/EMS. Whenever possible, emergency vehicles should park on the right side of the roadway (or off the road) leaving the left side clear for ingress/egress and establishment of a transportation corridor.

4.5   Move command post if feasible so it is located within the Cold Zone so unified command can be established with Fire/EMS. The Command Post shall be established in an area that is separated from ongoing operations

4.6   When an area has been declared clear, but not secure (warm zone), the incident commander may designate a Rescue Task Force composed of Law Enforcement and Fire/EMS to assist with the extraction of victims/patients.   This may involve the use of a safety corridor through a warm zone leading to a causality collection point or an evacuation area.

4.7   While Law Enforcement will do everything in their control to maintain the safety of the rescue taskforce, which includes Fire/EMS personnel, it should be noted that these are dynamic scenes and circumstances can change quickly.

4.8   Once Law Enforcement has determined that a scene is initially secure, a secondary sweep will be conducted to locate any additional suspects and/or patients/victims, and shall include a search for additional hazards and threats such as I.E.D.'s (improvised explosive devices)

5.0 Communications

5.1.   Face-to-face communication is the desired method of communication between Police and Fire/EMS, preferably in a unified command.

5.2.   Large scale mutual aid responses will require the use of "PSOPS Channels" for regional communication within Snohomish County, specifically talk groups PSOPS N3 and PSOPS N4. The dispatch center for the agency with jurisdiction over the event will indicate which regional frequency shall be used. Jurisdictions should also provide training to their officers regarding use of the PSOPS frequencies.

5.3.   Indirect radio communication. Made through the respective dispatch centers, which is standard procedure for Law Enforcement agencies in communicating that a scene is safe to enter for Fire/EMS.

5.4.   Direct radio communication. There are times when it is necessary for Law Enforcement to speak directly to Fire/EMS and for Law Enforcement to have the ability to speak directly to Fire/EMS on a frequency Law Enforcement is operating on. These will include time sensitive scenes where immediate, pertinent information is necessary. The information should be exchanged in plain English. Local Law Enforcement and Fire/EMS entities should put together a joint
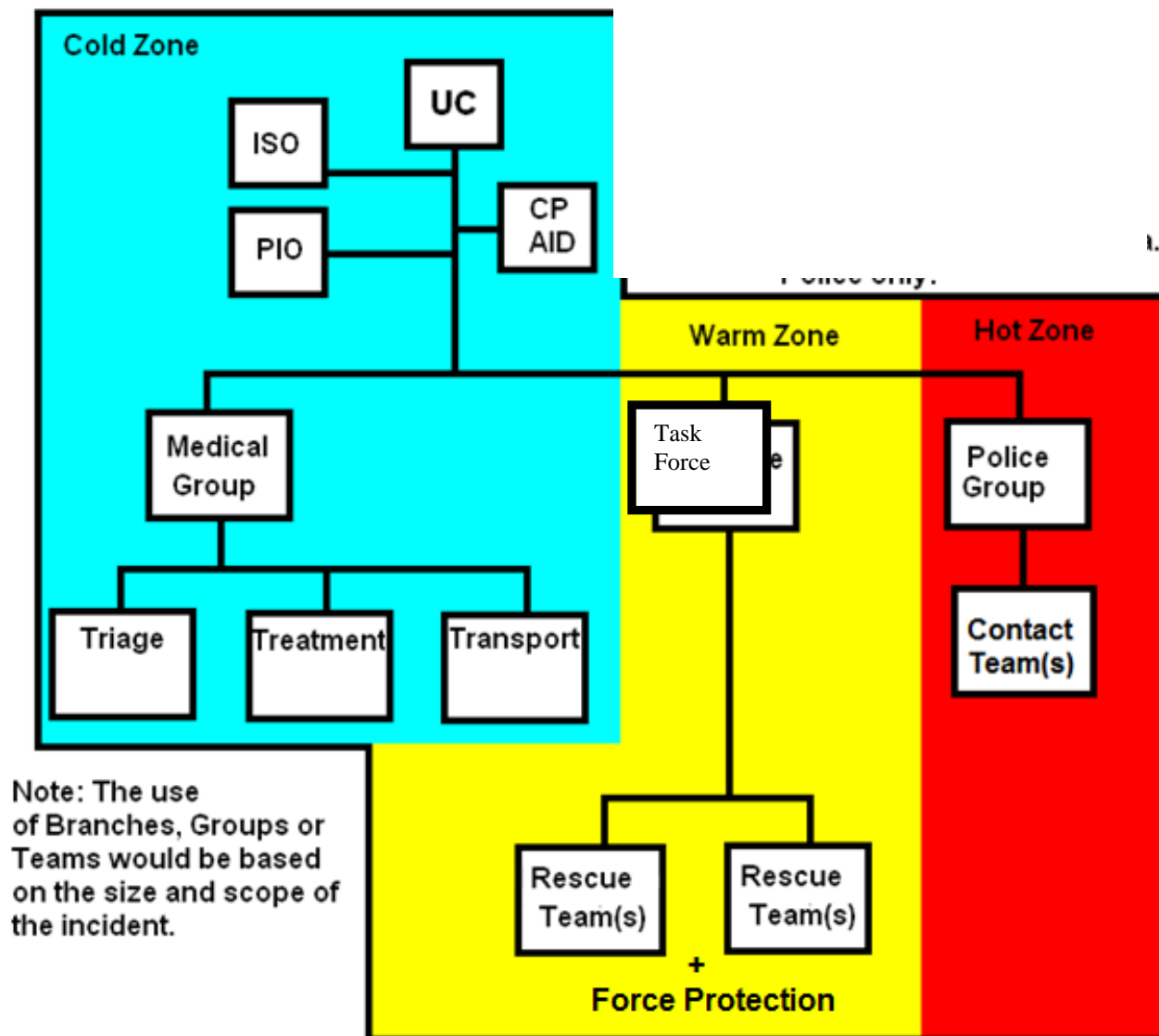
communication plan, and will require coordination among PSAPs. If unable to switch to the other disciplines talk-group, the responder may request the PSAP initiate a patch between talk-groups for direct communication.
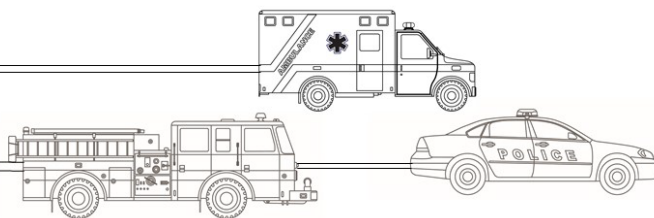
6.0   TRAINING/PLANNING

It is the intent of this policy to provide a framework for responding to scenes of violence, but without ongoing practice and training, this is a perishable document. Law Enforcement highly encourages joint training with Fire/EMS and Communication Center personnel in their jurisdictions and regionally on a reoccurring basis.

Response Assessment Team: Is the concept which creates a cross disciplinary group that determines primary and secondary ingress and egress routes to locations that are at risk, pre-establishes general geographical command post location(s) as well as staging areas for responding resources to large scale incidents at areas of significant public concentrations (i.e. theaters, malls, schools, community centers, etc.). Jurisdictions should pre-determine mutual aid staging areas for critical locations identified through threat assessments, but should avoid reoccurring use of these sites to circumvent patterning. This information should be shared with regional partners as well as Communication Centers.

Command Structure and Control Zones Illustration

Note: The use of Branches, Groups or Teams would be based on the size and scope of the incident.

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FIRE RADIO PROCEDURES MANUAL

SNOHOMISH COUNTY 911
FIRE DISTRICT 4, SNOHOMISH
FIRE DISTRICT 5, SULTAN
FIRE DISTRICT 15, TULALIP
FIRE DISTRICT 16, LAKE ROESIGER
FIRE DISTRICT 17, GRANITE FALLS
FIRE DISTRICT 19, SILVANA
FIRE DISTRICT 21, ARLINGTON RURAL
FIRE DISTRICT 22, GETCHELL
FIRE DISTRICT 24, DARRINGTON
FIRE DISTRICT 25, OSO
FIRE DISTRICT 26, GOLDBAR-INDEX
FIRE DISTRICT 27, HAT ISLAND
PAINE FIELD FIRE
EVERETT FIRE DEPARTMENT
MARYSVILLE FIRE DISTRICT
MUKILTEO FIRE DEPARTMENT
NORTH SNOHOMISH COUNTY REGIONAL FIRE AUTHORITY
SNOHOMISH REGIONAL FIRE & RESCUE
SOUTH COUNTY FIRE & RESCUE
SNOHOMISH COUNTY FIRE MARSHAL

LETTER OF ENDORSEMENT

The enclosed radio procedures are established to ensure safe, efficient and effective radio communications. Responder safety is a high priority in all fire department radio communications. Without proper discipline and control, radio communications can quickly deteriorate to a level of confusion and frustration.

The enclosed radio procedures are endorsed by all Snohomish County 911 user agencies. All radio operators (dispatch center and user agency personnel) are required to study, practice and affect the rules and protocols contained herein.

The Fire Radio Procedures Manual was approved by the Fire/EMS Technical Advisory Committee and is endorsed by the Chiefs and Officers of the following agencies (signatures on file):

Kurt Mills
Snohomish County 911
Don Waller
Fire Protection District No. #4
Seth Johnson
Fire Protection District No. #5
Kevin O'Brien
Snohomish Regional Fire & Rescue
Ryan Shaughnessy
Fire Protection District No. #15
Brian Anderson
Fire Protection District No. #16
Jim Haverfield
Fire Protection District No. #17
Keith Strotz
Fire Protection District No. #19
Chad Schmidt
Fire Protection District No. #21
Travis Hots
Fire Protection District No. #22
Joel Johnson
Fire Protection District No. #24

William Harper
Fire Protection District No. #25
Eric Andrews
Fire Protection District No. #26
Michael Worthy
Fire Protection District No. #27
Joshua Cole
Paine Field Fire
David DeMarco
Everett Fire
Ned Vander Pol
Marysville Fire
John Cermak
North County Fire Authority
Glen Albright
Mukilteo Fire
Thad Hovis
South County Fire
Mike McCrary
Snohomish Co. Fire Marshal

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1.0   GENERAL

1.1   Policy

1.1.1   Member Agencies and Snohomish County 911 (SNO911) shall utilize these procedures in a uniform manner for all radio communications.

1.1.2   All Member Agencies shall provide training and continuing education in radio procedures to provide for efficient use of the radio communication system.

1.1.3   Adherence to these procedures shall be applied universally by all members.

1.1.4   Any requests for operational/procedural changes to this manual shall be brought to the Fire Technical Advisory Committee for authorization. Major changes, either operational or procedural shall require at least a one-month review after being presented before authorization. The implementation date of any new operational/procedural change must be mutually agreed upon by the user agencies.

1.2   Purpose

These operating procedures have been prepared to standardize radio communications and provide guidelines for the proper use of base, mobile and portable radio equipment within the Snohomish County 911 Fire Agency user groups.

1.3   Personnel Affected

All members of all Fire Agencies that subscribe to the services provided by Snohomish County 911.

2.0   RADIO RULES

2.1   FCC Regulations

Communications on Snohomish County 911 talkgroups/radio channels are governed by FCC Regulations, Part 90, 47CFR, Chapter 1. The following selected regulations are cited for information.

2.1.1   **COMMUNICATIONS BREVITY (FCC 90.403C)** Each licensee shall restrict all transmissions to the minimum practicable transmission time and must employ an efficient operating procedure to maximize the utilization of the spectrum.

2.1.2   **MESSAGE PRIORITY (FCC 90.403D)** Communications involving the imminent safety-of-life or property are to be afforded priority by all licensees.

2.1.3   **HARMFUL INTERFERENCE (FCC 90.403E)** Licensees shall take reasonable precautions to avoid causing harmful interference. This includes monitoring the transmitting frequency for communications in progress and such other measures as may be necessary to minimize the potential for causing interference.

2.1.4   **PERMISSIBLE COMMUNICATIONS (FCC 90.405)** Stations licensed under this part may transmit only the following types of communications:

A.   Any communication related directly to the imminent safety-of-life or property.

B.   Communications directly related and necessary to those activities that make the licensee eligible for the station license held under this part.

C.   Communications for testing purposes required for proper station and system maintenance. However, each licensee shall keep such tests to a minimum and shall employ every measure to avoid harmful interference.

2.1.5 **RADIO MONITORING** The FCC randomly monitors all assigned Talkgroups/radio channels for compliance with rules and regulations.

2.2 General

2.2.1 Message Relay

A. All voice and MDC messages shall be limited to official business purposes.

B. Never change the meaning of a message that is intended for relay. Re-transmit the message exactly as given.

2.2.2 **Radio Talkgroup Designator** Positioning of Talkgroup/radio channels in SNO911 users' base, mobile and portable radios are **not optional.** Multiple Talkgroup capabilities in ALL Snohomish County 911 user agency radios are essential in effective daily radio use, mutual aid incidents, multiple agency disaster responses and/or radio transmitter failure.

Agencies using, switching or requesting Talkgroups shall use the Talkgroup designator when requesting or indicating a specific Talkgroup.
Example: "Engine 76 from Battalion 7, switch to TAC 4"
"All units from Colby Command, switch to TAC 1"
Talk Groups outside of primary fire bank may be identified as Zone and channel position number or zone(bank) name.
Example: Norcom Fire Tac 3 or Zone C channel 3.
See Section 5.17 for a list of primary, secondary and alternate radio channels.

2.3 Tactical Talkgroup

2.3.1 **911 Radio Talkgroups used for Fire operational needs shall be separated from Police Talkgroups.** Dispatch Talkgroups shall be used to announce incident assignments. Primary Talkgroups shall be used for monitoring routine fire/EMS incidents. Secondary tactical Talkgroup shall be used in the following manner:

A. Snohomish County 911 shall assign a secondary tactical Talkgroup for the following incident types:

AIRCRAFT CRASH COMMERCIAL (AIRC)
FIRE COMMERCIAL (FC)
FIRE COMMERCIAL CONFIRMED (FCC)
FIRE RESIDENTIAL (FR)
FIRE RESIDENTIAL CONFIRMED (FRC)
FERRY BOAT FIRE (FFB)
FIRE WILDLAND INTERFACE (FWI)
STRIKE (STRIKE)
HAZMAT 2ND ALARM OR HIGHER (HZ)
ANY MASS CASUALTY INCIDENT (MCI)
ANY TECHNICAL RESCUE (RESA, RESC, RESS, REST, RESSW, RESWA)

If there are multiple incidents or other radio interference on a primary Talkgroup, Snohomish County 911 may assign some incidents to a secondary tactical Talkgroup on a per need basis. The Incident Commander may also make these assignments.

B. The primary Talkgroup shall be used, for subsequent alarms of a lesser nature.

2.3.2 An exception to this procedure would be if other incidents were already assigned all monitored/recorded secondary tactical Talkgroups. The dispatcher may assign the incident to the primary Talkgroup and then notify the Incident Commander, who shall determine the Talkgroup assignment.

2.4 Message Quality and Radio Etiquette

2.4.1 All messages will be clear, concise, and as infrequent as possible. Messages should be impersonal and professional; the use of names, nicknames, and personal messages are discouraged.

2.4.2 Words and voice inflections that suggest disgust, irritation, levity or sarcasm must not be used. The voice must be as unemotional as possible, regardless of the situation, to prevent distortion and possibly making a message misunderstood.

2.4.3 Profanity is prohibited on all talkgroups and telephone lines. **Note:** Talkgroups and telephone lines are recorded in accordance with RCW.

All emergency communications to Snohomish County 911 are recorded using equipment that automatically records the time as well as incoming and outgoing conversations.

2.4.4 Supervisors will be held accountable by their agency heads to ensure adherence to this policy.

2.4.5 Prior to any radio transmission, radio users shall pause one second before speaking to ensure the beginning of the transmission is not clipped.

2.4.6 Use an approved phonetic alphabet, when appropriate, for clarity. The Law Enforcement phonetic alphabet is the Snohomish County 911 standard for all police and fire communications. The Military phonetic alphabet is also acceptable. (See Appendix 5.3)

2.4.7 Twenty-four hour military time shall be used during all communications. (see Appendix 5.4).

2.5 Mobile Data Computer (MDC)

2.5.1 MDCs are a secondary means of non-emergency communication between dispatchers, fire units and fire supervisors.

2.5.2 All emergency communications will be voiced by radio to include:
A. Emergency traffic: life-threatening situations.
B. Priority traffic: situations escalating into emergency traffic, units responding to 'unsecured scenes' or standby requests from law enforcement for potential emergency situations.
C. Essential traffic: short/progress report, emergency medical messages and special status changes affecting dispatch.

2.5.3 Non-emergency and business relating to minor incidents or administrative functions may be conducted by MDC to include:
- Units Responding
- Units reporting On Scene
- Non-emergency Unit Transporting
- At Hospital
- Depart Hospital
- Available in Quarters
- Available
- Checking unit status, history or availability

2.5.4 When dispatched to an incident and replaced by another available unit, units shall not clear themselves from the incident using their MDC. Clearing from an incident prior to the dispatcher assigning the replacement unit may cause the incident to close out in CAD. The dispatcher shall be responsible for clearing of any unit that has been replaced after the replacement unit has been assigned.

2.5.5 It is the field unit's responsibility to maintain and verify unit status.

2.5.6 If an MDC fails to operate properly, the user assigned to the unit will notify dispatch immediately via <u>voice</u> radio.

2.5.7 Messages
Chat messages shall be limited to official business.
Messages may be recorded and employees may be subject to disciplinary action for improper messaging.
Any message entered into the system once the transmit key is pressed, is retrievable from the CAD database.

2.5.8 Security of Information

MDC information shall be considered for business purposes only.

3.0   LEVELS OF OPERATION

3.1   Snohomish County 911 Fire Operations Defined by Four Levels

Normal Operations:
All systems are operating appropriately and incident volume is within acceptable limits; no extraordinary measures are required.

Stressed Operations-Limited Resources:
The volume of activity in the dispatch center, within an agency or geographical area's resources are overwhelmed by calls for service.

Partial Equipment Failure:
• CAD; the dispatch program has been impacted rendering incident management and assignment compromised sufficient to warrant a change in incident handling.
• Radio; the emergency radio system has been impacted rendering communications between responders and dispatch or other responders compromised sufficient to warrant a change in incident handling.
• 9-1-1 telephone system; the 9-1-1 telephone system has been impacted rendering communications with citizen emergency reporting sufficient to warrant a change in incident handling

Full Failure of Systems or Dispatch Center Evacuation:
Calls for service cannot be processed at the dispatch center; the dispatch center function has been negated sufficiently to be ineffectual.

3.2   Purpose of Levels

Levels of operation are used to initiate contingency plans that enable a more efficient method of conducting operations and processing information.

3.3   Necessity

Agency operating levels and radio procedures are generally determined by:
• The volume of incoming 9-1-1 calls

- The volume of incident activity
- The viability of the SNO911 CAD system
- The viability of the radio system
- The viability of the SNO911 9-1-1 telephone system

The ability to deliver "Normal" levels of response can be drastically affected by external factors such as:
- Multiple large-scale incidents occurring simultaneously
- Major weather related events
- Region wide disasters such as floods, earthquakes or terrorist activity
- Major power loss or other need to evacuate SNO911
- System wide radio failure
- Loss of 9-1-1 services
- Failure of the CAD system

3.4   **Procedure:** The following shall be utilized during activation of Levels of Operation.

Declaration determination:

SNO911 shall declare a change in operations when emergency resources or dispatch systems are overwhelmed or nullified resulting in compromised call for service processing.

Declaration coverage area:
- System Wide: A system wide change in levels of operation may only be declared by SNO911.
- Limited: A Field Supervisor/Zone Coordinator may request a change in levels of operation from SNO911 for their specific agency or zone.

Dispatch Center Procedure

Upon declaration of a change in the level of operation, the SNO911 Supervisor will ensure that all affected agencies are notified and appropriate procedures are initiated.

Communication Limitations:

This procedure is not intended to limit communication avenues. Alternate communication systems or processes between Dispatch and the affected agencies may be used upon mutual agreement. Alternate communication systems may include but are not limited to:

- Cellular telephones
- Landline telephones
- Backup paging
- CAD Chat function
- Messaging (text of other)
- Simplex radio – relay operations
- Active911 or other emergency notification applications
- email

3.5   STRESSED OPERATIONS

Agency Specific or System Wide

SNO911

Dispatch shall transmit three (3) alert tones on each dispatch talk group/radio channel(s) affected.

Dispatch will announce the following:

"All agencies (or agency ID/Zone) standby for stressed operations procedures."

Dispatch will page all affected agencies with the following message via CAD:

"SNO911 is initiating stressed operations procedures for (specific agency/Zone or system wide). Agencies advise when your Fire Operations Center(s) are staffed. Not all agencies will establish an FOC. Zone FOC's may represent several agencies. The air is RESTRICTED to priority traffic only."

Dispatch will continue normal dispatching until the affected FOCs (Fire Operations Centers) are staffed and ready to receive call information via their agency's MDC's or designated printer. Each agency shall notify via the radio system when their FOC is staffed.

Agencies will staff their FOCs as quickly as possible.

Upon notification of an agency's FOC activation, SNO911 shall discontinue normal dispatching of specified calls for that agency:

- Priority Level 1F, 2F, 3F and medical incident types: shall be dispatched as normal.
- Priority Level 4F, 5F, 6F, and 7F incident types (excluding BLS): shall be relayed to the FOC via MDC with no immediate notification of receipt. (Dispatchers may verify receipt if there is an extended delay of incident handling by the FOC.)
- If an FOC does not have access to an MDC, the use of the following alternate forms of communication include but are not limited to:
    1. Alpha Paging
    2. Landline telephone
    3. Cellular phone
    4. Secondary talk groups/radio channels
    5. Primary talk groups/radio channels
    6. CAD Printer

FOC

Agencies shall staff their FOC with sufficient resources to assign, send, and track unit responses to incidents not dispatched directly by SNO911.

MDC utilization is the preferred process for tracking incident unit assignment and response status changes.

Units assigned to an incident shall communicate directly with the entity that assigned them; Dispatch for Priority Level 1F, 2F, 3F and medical type codes; FOC for all others.

General practice for FOC/MDC unit assignment:

- FOC shall monitor for unassigned incidents in their jurisdiction(s).
- FOC shall assign and notify units to "Add" themselves to the appropriate incident.
- Assigned units shall utilize their MDC for all status changes.
- Assigned unit may notify their FOC of AVL status.
- Last cleared unit shall notify their FOC of incident completion/closure.

3.6   SYSTEM FAILURES

CAD FAILURE:

SNO911

Dispatch shall transmit (3) alert tones on each primary dispatch talk group/radio channel, and announce the following:

> **"All Fire agencies from SNOCOM, The CAD system is down. Recommend radio watch."**

Dispatch will page all affected agencies with the following message, over backup paging systems:

> **"SNO911 CAD system is down. All calls for service will be paged as general alarms. Recommend radio watch."**

Incidents will be paged as 'general' alarms using back-up paging system(s).

Each agency shall be responsible for determining unit assignments, including requests to SNO911 to page resources from other agencies (mutual aid).

If a FOC is established, Dispatch shall continue to page incidents with a general alarm; FOCs shall assign units and manage incident resource allocation. Dispatch shall continue to track incident related unit status changes.

Radio talk group assignment shall remain status quo; SNO911 will assign as and when necessary.

Upon successful CAD system activation, SNO911 shall enter response data for all incidents generated during the failure.

FOC (If activated)

FOCs shall assign units and manage incident resource allocation for their agency(ies). Dispatch shall continue to page incidents with a general alarm and track incident related unit status changes.

FOCs will follow these steps when activated:

1. Dispatch receives a 911 call, and determines the call type.

2. Dispatch general tones the fire agency, (or radio hails FOC directly) reporting the call type and location on their Primary Talkgroup

3. FOC acknowledges and confirms call information.

4. Dispatch will provide short report.

5. FOC determines the appropriate units and notifies each of the call type and location. (Consider use of Active 911 Alerting by FOC) (Fire Tac's 11, 12 and 13 are designated for FOC operations)

6. Units confirm receipt of incident data to FOC.

7. Units report in route, on scene, cleared, to hospital, at patient, depart hospital, etc. times directly to dispatch.

8. Units report Available status to both dispatch and FOC.

9. All times and status changes are reported to, and all times are captured by, dispatch. All unit notification of assignments are performed by FOC.

Mutual Aid and other resources: Requests for Mutual Aid units will need to be performed through dispatch but requested by FOC. Dispatch will identify assigned radio talkgroup, and relay short report. Requests from responding or on scene units for additional fire based resources shall be made to the incident FOC. Requests for other resources (PD, FM, Red Cross, etc.) shall be to the dispatcher

RADIO SYSTEM FAILURE (FAILSOFT):

NOTE: "FAILSOFT" is a term indicating a high potential of full radio system failure. Users are to notify SNO911 *immediately* if user radios display "FAILSOFT", as dispatcher consoles will not indicate such.

SNO911

If notified of a "FAILSOFT" warning, Dispatch will immediately notify the 'on-call' Wireless Technician, and announce the following on each primary talk group, and all known in-use secondary talk groups:

> **"All agencies from SNOCOM, the 800 MHz Radio system is in potential failure mode. Staff your FOCs. MDCs are still operational. Consider use of Simplex radio talk groups for on scene communications."**

Dispatch will page all agencies with the following message via CAD:

> **"800 MHz Radio system failure. Staff your FOC and/or Stations. Use alternate means of communication. Limit communication with Dispatch to Emergency Traffic, or from Incident Command and FOCs."**

SNO911 will dispatch all calls for service as normal using CAD. (Agencies or units without MDCs will be responsible for tracking their incidents during the outage.)

FOC (If activated)

FOCs will monitor simplex radio talk groups, assist in relaying radio messages when applicable, and coordinate alternate means of communications between response units, the FOC, and Dispatch.

FOCs and Dispatch should consider open landline use during Priority 1 incidents to relay on-scene simplex radio traffic.

Responding units shall continue to use MDC's for status changes. Units without MDC's shall be required to track status changes manually.

PHONE SYSTEM FAILURE:

SNO911

Dispatch shall transmit /three (3) fire) alert tones on each primary dispatch talk group/radio channel of area affected by the outage, and announce the following:

> **"All agencies (or specific agencies affected) from SNOCOM, the 9-1-1 Telephone system is down. Staff your stations for potential walk-in calls."**

Dispatch will page all agencies with the following message via CAD:

> **"SNO911 has a-9-1-1 telephone system failure. Staff your stations for potential walk-in calls."**

Dispatch will remain operational as a control point for all dispatch functions. Supervisors shall consider utilization of the Emergency Alert System (EAS) to alert the public regarding the outage and alternate means of reporting emergencies.

Fire Agency

Agencies should staff their fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to Dispatch.

3.7 MULTIPLE CRITICAL SYSTEMS FAILURE OR CENTER EVACUATION

A failure of two or more critical systems or the need for dispatch center evacuation, which would prevent SNO911 from processing calls for service. Each agency will resort to their established contingency plans for communication.

Due to the multiple scenarios possible for complete failures, the dispatch center and agencies shall consider the use of operating systems available that may include:

- Cellular phones
- Other dispatch agencies that have operating backup capability for SNO911 agencies
  (South Campus Backup, Skagit 911, NORCOM, ICOM)
- SCSO or EPD command vehicles (equipped with radios and cellular phones)
- Everett Fire command vehicle
- DEM Communication Van
- Agency use of Active 911 to log and track call for service activity during outage
- Phone tree or use of RAVE automated notification

Radio/CAD:

SNO911 Telephone System would still be active, allowing 9-1-1 emergency calls to be answered. Utilize alternate means of communicating incidents to FOCs or responders.

SNO911

Utilize telephone tree (RAVE) to notify agencies of situation and FOC need. Advise agencies to call into SNO911 upon establishing FOC. Confirm FOC contact number and person and agencies responsible for. Establish protocol to be followed for incident notification, (Page if available, RAVE, telephone call to FOC, etc.)

Upon receipt of an incident, utilize appropriate notification method.

Agency

Upon notification of Radio/CAD outage;

- Staff FOC,
- Contact SNO911,
- Establish incident notification protocol,
- Notify agency personnel of situation and notification method.

Track incident status changes manually for later entry into CAD.

Telephone/CAD:

Radio System would still be active, but 9-1-1 calls would not be answered. Integrate Phone and CAD System Failure protocol to degree possible.

SNO911

Dispatch shall transmit (3) alert tones on each primary dispatch talk group/radio channel, and announce the following:

> **"All Fire agencies from SNOCOM, SNO911 Phone and CAD systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."**

Dispatch will page all affected agencies with the following message, over backup paging systems and/or alternate communication methods (ex: Rave):

> **"SNO911 Phone and CAD systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."**

Dispatch will track unit status changes, monitor radios for emergency traffic, and relay radio traffic between talk groups when necessary (mutual aid requests, etc.)

Agency

Agencies should staff their FOC, fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to FOCs or Dispatch, as appropriate.

FOC

Advise Dispatch upon activation and communicate operational expectations.

Assign units to incidents, and track call/unit status changes.

Telephone/Radio:

Dispatch is unable to receive 9-1-1 calls, nor communicate with agencies over radio. Essentially, dispatch has been nullified. CAD is still available for; call creation, incident unit assignment, unit tracking, and chat functions.

SNO911

Dispatch will page all agencies with the following message via CAD:

> **"SNO911 Phone and Radio systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."**

Confirm FOC activation through alternate means of communication (CAD Chat, cellular phone, etc.)

Receive and enter incident information as provided from FOCs, and dispatch incidents through CAD.

Agency

Agencies should staff their FOC, fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to FOCs.

FOC

Advise Dispatch through alternate means of communication upon FOC activation.

Upon report of an emergency, notify Dispatch of the address or location of the emergency, the reason for the emergency, and any pertinent details.

Back up Dispatch Location

Snohomish County 911 South Campus is the only relocation dispatch center for Snohomish County 911 operations, providing limited dispatch positions. DEM and communications vans may also provide limited dispatch capability for Snohomish County 911 operations, if needed. If Snohomish County 911 operations relocate to South Campus, DEM or a communications van, Snohomish County 911 shall determine the level of service it will be able to provide.

3.8   RESTORATION OF SERVICES

BACK UP DISPATCH LOCATION.

If SNO911 operations relocate to an alternate location, or if alternate dispatch centers assume 9-1-1 call processing, SNO911 shall determine the level of service to be provided.

DOWNGRADE IN LEVELS

SNO911

During a multiple system failure event, if individual systems become operational, Dispatch may elect to activate or change to appropriate Level of Service as defined in this procedure. Dispatch shall notify the affected agencies in the appropriate manner for the Level of Service activated.

FOC (If activated)

FOCs will acknowledge the change in Level of Service and operate accordingly.

RETURN TO NORMAL SERVICES

SNO911

When normal operations resume, Dispatch shall announce on all appropriate talk groups and page all appropriate agencies, the following:

"SNO911 to all units and stations, Normal Operations are being resumed."

FOC (If activated)

FOCs will acknowledge the broadcast and confirm that they are standing down.

4.0   DISPATCH/RADIO PROTOCOLS

4.1   Communications Coordination

4.1.1   Recognizing Snohomish County 911 multi-jurisdictional communications responsibility and capabilities, all normal day-to-day type communications shall be coordinated by the dispatcher.

4.1.2   All agencies shall use alternate designated Talkgroups for the purpose of drills and training. Drills will not normally be conducted on dispatch or fire ground Talkgroups without the pre-approval of the dispatch center. Upon notice by a dispatch center or incident commander, all drill traffic will cease immediately if being conducted on a tactical Talkgroup.

4.1.3   Once an Incident Commander is established, all radio communications directed to SNO911 shall be made by the Incident Commander or his/her designee. No other units after arriving on the scene shall direct traffic to SNO911 unless an emergency situation arises and/or the Incident Commander cannot be raised.

4.1.4   Likewise, SNO911 shall only direct traffic to the Incident Commander or his/her designee, unless the above-described emergency arises.

4.2   800 MHz Site Trunking/Zone Controller Failure

The 800 MHz radio system is broken down in to two zones (Phase 1 and Phase 2). If there is a failure of the zone controller (which keeps the radio traffic flowing between both phases) mobile and portable radios will need to be switched manually back to their primary coverage zone (Site Trunking channel bank-Bank C). Radio coverage may be diminished, as both zones are not communicating with each other. If you travel outside your primary zone of coverage you may or may not be able to communicate with dispatch or other users depending on how close you are to your primary coverage zone. In the event of a zone controller failure, Dispatch will advise units to switch to the site trunking bank on their 800 MHz mobile and portable radios. Mobile and portable radios will display 'site trunking' on the LCD display, which is an indication to the field user that the radio must be 'switched' to the site trunking channel bank.

4.3   Emergency (EMER) Alerts

4.3.1   The 800 MHz radios are equipped with functions that will alert the Communications Center Dispatcher of a firefighter in need of assistance who cannot immediately relay a request for assistance verbally. Activation of the EMERGENCY ALERT on the radio shall be considered a life-threatening emergency in which normal communications will not meet the need for immediate assistance. Use of this function will be limited to situations where normal voice communications are either not possible or could increase the immediate danger to the firefighter. Examples of these situations include:

- The firefighter is unable to use the radio due to dealing with a dangerous situation (Hostage/Duress situation) Note: If activating unit responds "Code Blue" or "Firefighter Needs Help" the dispatcher should follow Code Blue procedure section 4.6.2.

- The firefighter is unable to use the radio due to injury.

- Radio traffic is too heavy to be able to relay a request for emergency assistance.

4.3.2 When the EMERGENCY button is pressed on the portable radio, the radio is placed in the EMERGENCY ALARM mode. When a radio is in emergency mode, communications from the activating unit are given the highest priority in the radio system.

4.3.3 The five-digit radio ID number (#####) of the radio is transmitted to dispatch. The user activating the EMERGENCY button will automatically be switched by the radio system to the EMER channel (channel 16) of the bank to which the activating radio was selected when the emergency button was pushed (note: if the fire radio is on a police Talkgroup the EMER will activate on the police Talkgroup). When a radio is used on an interoperability talk group outside of the SNO911 radio system, the EMER will be transmitted to dispatch centers on that radio system.

4.3.4 Firefighter's names will not be used over the air when an emergency radio alert has been activated, unless requested by a jurisdictional authority. Only the Agency Name, radio ID and the unit number, if available, shall be used on the radio.

4.3.5 Agencies are responsible for following their predetermined policies relating to logging into service with radio numbers and keeping dispatch centers updated and advised of radio ID assignments.

4.3.6 Radio ID's will be built into the incident command/passport system for the IC to designate someone responsible to track the numbers during a large incident.

4.3.7 Training must reinforce these procedures so that users take the activation of the EMER button very seriously. When a planned use of the EMER button is anticipated for training, Dispatch must be notified prior to the activation.

4.3.8 Assigned to an incident, No Formal Incident Command

    4.3.8.1 Single Radio EMER Activation

- Upon receipt of an EMERGENCY RADIO ALERT the dispatcher shall acknowledge the activation on the EMER channel, by stating the Agency Name, Radio ID number and inquiring about the unit's status. Any member hearing this message from their radio shall immediately contact Dispatch and relate their condition or status, if able to do so.

- If no response is received on the EMER channel the dispatcher shall determine the unit that activated the EMER. Use the RF command to open the Personnel Search window or check the radio ID list and attempt contact on the assigned dispatch or TAC channel.

- If the radio user is unable to safely respond in any manner and dispatch receives **no response** after both attempts a police response will be immediately dispatched and the jurisdictional fire authority advised.

    A. Summary of Dispatch Steps – Single Radio Activation

- STEP 1/4: The dispatcher will make one attempt to contact the activating unit on the EMER Channel (SPMV EMER).

- STEP 2/4: If no response, the dispatcher will make one attempt to contact the activating unit on the assigned Dispatch or Primary Talkgroup.

- STEP 3/4: If no response to either attempt to contact, the dispatcher will send law enforcement (using HELP type code) to the last known location.

- STEP 4/4: The dispatcher will then broadcast the following information to the jurisdictional authority – Battalion Chief, Duty Chief, or page out the department if authority not on duty:

  - Indicate that an EMER was received

  - Jurisdiction authority.

  - The radio ID number

  - The jurisdiction of the unit

  - The unit number

  - The type of incident the unit is on.

  - The location

  - Police are responding

4.3.8.2 Multiple Radio EMER Activations

- If multiple EMER activations are received at the dispatch center, and the dispatcher identifies that the activating units are at the same incident or location, the dispatcher shall immediately dispatch law enforcement without contacting the activating units.

A. Summary of Dispatch Steps – Multiple Radio Activation

- STEP 1/1: The dispatcher will send law enforcement (using HELP type code) to the last known location.

4.3.9 Assigned to Incident, With Incident Command

4.3.9.1 Single Or Multiple EMER Activations

- Upon activation by a single unit assigned to an incident with Incident Command established, the dispatcher shall immediately notify the IC, and follow the steps for a single activation outlined above.

- Upon activation by multiple units assigned to a single incident with Incident Command established, the dispatcher will notify the Incident Commander of the emergency alert activation. The IC will; take responsibility of the emergency alert, update dispatch to further needs, and notify dispatch of the 'EMER' units' current and changed status.

4.3.10 Assigned to In Service Unit, (No Incident Assignment)

4.3.10.1 Single Radio EMER Activation

- If the unit issuing the alert is in service and not assigned to a call, Dispatch will make two (2) attempts to contact the unit, if no contact

is made Dispatch will contact the jurisdictional authority including details of the last known location of the unit.

4.3.10.2 Multiple Radio EMER Activations

- If location determined, send LE. If not, attempt contact, notify command or tone agency and advise of the last known location of the unit(s).

4.3.11 Unassigned Radio

4.3.11.1 Dispatch will make two (2) attempts to contact the unit, if no contact is made Dispatch will contact the jurisdictional authority.

4.4 Safety Status Checks

Status checks will be initiated in situations which are considered to be a higher than normal risk (violence or other perceived unsafe situations) **where fire units are already on scene, not staged and law enforcement is needed or has been requested by a fire unit to respond 'Code'.** Status checks should occur every five (5) minutes until law enforcement arrives on scene or the fire unit on scene cancels further status checks. **Status checks should not be initiated for 'Code Blue' requests.**

Units requesting a law enforcement response for a call will specify in the request the basic nature of problem and the priority of the response as 'Code' or 'Non-code'.

Example: Engine 51 on scene of a BLS response dispatched as a 29 YOM fall patient
E51: **"E51 request PD code, unruly HBD family member"**
SNO911:**"Received E51 requesting PD code"**

If the field unit does not indicate the priority and nature of request, the Dispatcher shall inquire the nature and priority of the response. Priority code requests shall be entered as an Assist Fire (AF) or the appropriate law enforcement type code with text indicating the reported problem and the need for a 'Code' response.

4.4.1 Procedure

The Dispatcher will set a 5 minute timer in CAD for any Law Enforcement 'Code' request.

Example: 5 minute timer set for Engine 51 requesting Law Enforcement 'Code'
UC5 E51

Dispatchers will inquire a unit's status when the 5 minute timer elapses by stating the unit number followed by the word "STATUS." The field unit must respond with the unit's current status.

Example:
SNO911: **"E31 STATUS"**
UNIT: **"E31 is okay, still awaiting Law Enforcement"**
SNO911: **"Received E31 okay"**

After making contact with the unit the Dispatcher shall reset the contact timer for an additional 5 minutes and repeat the procedure until Law Enforcement arrives on the scene or the unit advises "No further checks". If voice contact is established any time before the timer elapses, the dispatcher should reset the 5 minute status timer at that time, unless advised to cancel the status timer.

4.4.2   Procedure for Non-response from Fire Unit

The dispatcher will make two attempts to check a unit's status. If no response is received, the dispatcher will initiate a single alert tone followed by the unit identifier and the word "STATUS" for a third and final attempt for contact. If no response is given, the dispatcher will initiate a **"Code Blue/Firefighter Needs Help"** response by modifying the original police incident to 'HELP' with a supplement that the fire unit is not answering status checks. The fire dispatcher will then notify the fire agencies duty supervisor of the call via page. See section 4.6.2.

If the fire unit is in a <u>life threatening situation</u> and needs emergency police response, the correct response to status check should be "Code Blue", or an activation of the portable radio 'EMER' button, if the unit is unable to/unsafe to provide voice communication. Either one of these responses on a status check will immediately cause the dispatcher to create a **"Code Blue/Help the Firefighter"** response. See section 4.6.2.

Cancelling of status timer
At any time the requesting unit may cancel the status check timer. The unit should use plain English and advise dispatch to cancel the timer or state 'no further checks' after answering a status check.

Example:
UNIT: **"E60 okay, no further checks"**
SNO911: **Received, E60 okay, no further checks"**

The fire unit is required to advise the dispatcher when law enforcement arrives with them so the status timer can be cancelled. Cancelling the status timer does *not* cancel the police response; the unit will need to advise if law enforcement is no longer needed at the scene and that law enforcement may cancel.

Example:
UNIT: **"SNOCOM you can cancel timer and PD, patient is co-operating"**
SNO911: **Received, cancel timer and PD"**

If the fire dispatcher is notified by the law enforcement dispatcher that law enforcement is on the scene, the fire dispatcher shall check the fire unit's status before cancelling the timer.

The unit timer is cancelled in CAD by using the 'OK' command for the individual unit. A comment should be added with the reason the timer is being cancelled.

Example:
UNIT: **"OK E60, patient is co-operating"**
                    Or
UNIT: **"OK E60, PD on scene"**

4.5   Radio Traffic Restriction

4.5.1   To effect an air restriction, the dispatcher transmits three alert tones and the following announcement:

"SNOCOM to all units and stations, the air is restricted for (situation) (location)"

4.5.2   To open the air for normal traffic, the dispatcher announces:

"**SNOCOM to all units and stations, normal traffic may resume"**

4.6   Radio Transmission Priorities

4.6.1   <u>EMERGENCY TRAFFIC</u>:

The IC is the only person who can initiate an emergency traffic report. Companies operating in and around the hazard zone will contact the IC with priority traffic reports and the IC will determine the need for emergency traffic and the corresponding tones. When emergency traffic is given, the IC will contact the Dispatch center directly to initiate the report. Once emergency traffic has been requested, the Dispatch center will immediately activate the emergency traffic tones.

The emergency traffic report should be structured in the following manner:

- The IC will contact the Dispatch center directly and ask for emergency traffic
- The Dispatch center will sound the emergency traffic tones
- The IC will deliver the emergency traffic radio report
- Once the report has been given, the Dispatch center will repeat the emergency traffic report verbatim on the channel it was given on.

Emergency traffic will receive the highest communications priority from the Dispatch center and the IC. All other units operating at the incident site will maintain radio discipline until the emergency traffic has been cleared by the IC. Once the situation that caused the Emergency Traffic has been mitigated (PARs obtained, power shut off, etc.), the IC should contact the Dispatch center and clear the Emergency Traffic with a brief report stating why.

> EXAMPLE: "SNOCOM from Command, all Units have exited the structure with PARs. We are now in a Defensive strategy. Open the air to normal radio traffic".

All other radio traffic shall be restricted. Emergency traffic shall include:

A.   Reports of possibly trapped or missing personnel.

B.   A catastrophic change in the incident such as a building collapse, explosion, back draft, sudden flooding or release of a vapor.

C.   Emergency **<u>ABANDONMENT</u>** (emergency PAR report required) of a building.

Example:

IC: **"SNOCOM and all units assigned to (name) command, this is an order to abandon the building"**

: Dispatch **TRANSMIT THREE ALERT TONES**

:Dispatch **"All units at (name) command, abandon the building, abandon the building, abandon the building, the air is restricted"**

Following the abandon announcement an emergency PAR report shall be conducted.

> IC: **"[dispatch] and all units at (name) command standby for an emergency PAR report"**

The air is already restricted; you will not need to transmit the three alert tones again.

> Dispatch: **"All units at (name) command, standby for an emergency PAR report, the air remains restricted"**

Dispatch will monitor radio traffic and assist the IC as requested.

Following roll call and with IC approval dispatch will open the air to normal traffic.

> Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

D. **MAYDAY:** Used to declare an emergency situation.

MAYDAY from a Known Field Unit

> UNIT: **"(name) command from (unit), MAYDAY MAYDAY MAYDAY"**
> IC: **"[dispatch] from (name) command, restrict the air, MAYDAY from (unit)"**
> Dispatch: **TRANSMIT THREE ALERT TONES**
> Dispatch: **"[dispatch] to all units the air is restricted for a MAYDAY at (name) command"**

The IC may advise if a PAR report is required and when the air can be opened for normal traffic.

> Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

MAYDAY from an Unknown Unit

Unknown Unit: **"(name) command, MAYDAY MAYDAY MAYDAY."**

> IC: **"[dispatch] from (name) command, restrict the air, MAYDAY received"**

> Dispatch: **TRANSMIT THREE ALERT TONES**

> Dispatch: **"[dispatch] to all units at (name) command the air is restricted for a MAYDAY"**

The IC will conduct an emergency PAR report. Dispatch will monitor radio traffic and assist the IC as requested.

The IC will inform Dispatch when the air can be opened for normal traffic.

> Dispatch**: "[dispatch] to all units at (name) command, normal radio traffic may resume"**

E. **EMERGENCY ROLL CALL:** The Incident Commander, Supervisor, Team Leader or Safety Officer determines a need for the PAR Report exists.

> IC: **"[dispatch] and all units at (name) command, standby for an emergency roll call"**

> Dispatch   **TRANSMIT THREE ALERT TONES**

Dispatch: **"All units at (name) command, standby for an emergency roll call, the air is restricted"**

The IC will conduct the emergency roll call. Dispatch will monitor radio traffic and assist the IC as requested.

Following the roll call the IC will inform Dispatch when the air can be opened for normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

4.6.2 **4.6.2 <u>CODE BLUE</u>/<u>FIREFIGHTER NEEDS HELP</u>:** Code Blue/Firefighter needs help is an emergency request for law enforcement (hostage/ duress situation) from a fire unit. **The use of "CODE BLUE" or "FIREFIGHTER NEEDS HELP" will trigger an immediate law enforcement response**. <u>The dispatcher will not question the unit as to why law enforcement is needed.</u>

Examples:
UNIT: "**SNOCOM, (unit) CODE BLUE"**
                                   or
            "SNOCOM, (unit) FIREFIGHTER NEEDS HELP"

SNO911: **"(unit) received, CODE BLUE**
                                         or
             "(unit) received, FIREFIGHTER NEEDS HELP"

SNO911 dispatcher will create a law enforcement incident using the type code "HELP". **<u>Do not notify the unit that law enforcement has been advised or is responding.</u>**

Law enforcement responders will be notified that this is a **"Help the Firefighter"** situation and no further information is known.

The Dispatcher shall also send a department page CODE BLUE [unit identifier], which advises the on duty department authority to call dispatch for details of the Code Blue:

Click the manual page from the CAD dispatch ribbon. Click on groups, find the appropriate group and add to the message recipients category and then fill out the message CODE BLUE [unit identifier] Example: "CODE BLUE E1".

If the CODE BLUE situation changes and Law Enforcement is no longer needed to respond CODE or can CANCEL, the firefighter will advise the dispatcher "CODE 4" and include the LE response mode. CODE 4 is the only proper response to a declaration of CODE BLUE.

> **CODE 4 (Law Enforcement no longer needed/can cancel)**
> **CODE 4 (Continue Law Enforcement non-code)**

Any response other than CODE 4 will be considered a continuation of a CODE BLUE – Firefighter needs HELP, and Law Enforcement will be advised to continue CODE.

Examples:

UNIT: **"SNOCOM, (UNIT) CODE 4 Law Enforcement no longer needed"**
                                    or
UNIT: **"SNOCOM, (UNIT) CODE 4 Continue Law Enforcement non-code"**

Dispatch**: "(UNIT) received CODE 4 Law Enforcement no longer needed"**
                                    or
Dispatch   **"(UNIT) received CODE 4 Continue Law Enforcement non-code"**

4.6.3   Priority Traffic

Priority radio traffic includes situations that have the potential of escalating into emergency traffic. Radio traffic may be restricted.

4.7   Incident Response Designators/Alarm Levels

4.7.1   All Snohomish County 911 user agencies shall utilize the approved incident response plain language designators. All dispatches will be announced by the appropriate plain language designators.

4.7.2   The Incident Commander shall communicate with the dispatcher to request additional resources (E.g. additional units. second, third, fourth alarms; strike team/task force).

4.7.3   Subsequent response requests shall be created using a new call for service with the appropriate call type at the same address with the appropriate alarm level.

4.8   Radio Communication Codes

4.8.1   For the purpose of standardization for all Snohomish County 911 users and radio communication brevity, specific response and assistance code designators are established. The response code designators shall be used only as the specific situation or activity dictates. ALL OTHER RADIO LANGUAGE SHALL BE PLAIN ENGLISH.

4.8.2   RESPONSE CODES shall be agency initiated to designate the method and manner that an emergency vehicle is responding or operating. It shall also designate the nature of certain responses.

A. CODE: Emergency response in accordance with responding agency's policy. (Normally with emergency lights and sirens activated).

Example:
UNIT: **"SNOCOM from Aid 81"**
SNO911: **"Aid 81"**
UNIT: **SNOCOM Aid 81, dispatch an ambulance CODE to this location"**
SNO911: **"Aid 81, received requesting ambulance CODE"**

A. NON-CODE: Non-emergency response in accordance with responding agency's policy. (Normally without emergency lights and sirens activated).

Example:
UNIT: **"SNOCOM from Battalion 7"**
SNO911: **"Battalion 7"**

UNIT: **"Battalion 7, advise all units except Engine 76 to respond NON-CODE"**

SNO911:   **"Battalion 7received, all units except Engine 76 respond NON-CODE"**

SNO911:   **"SNOCOM to all District 7 units except Engine 76, respond NON-CODE"**

A. CANCEL: Discontinue response to the scene or incident assigned.

Example:
UNIT: **"Engine 31 from Battalion 31"**
UNIT: **"Engine 31"**
UNIT: **"Engine 31, you may CANCEL**
UNIT: **"Engine 31 received CANCEL"**

4.8.3 Assistance Code Designators

Used to request specific needs for assistance in critical situations where either brevity or "code language" is needed to prevent the situation from worsening. Fire and EMS personnel shall use PLAIN ENGLISH rather than Assistance Codes. **EXCEPTION: Assistance codes may be used in sensitive situations.** Assistance Codes are listed in Appendix 5.1.

4.8.4 Other Codes: See Appendix 5.1 for law enforcement codes (for reference only).

4.9 Transmissions

4.9.1 Radio transmissions will begin by calling the radio name or number that they are transmitting to, followed by their own radio name or number.

Examples:
UNIT: **"SNOCOM from Chief 71"**
UNIT: **"Engine 32 from Aid 51"**
SNO911:   **"Battalion 51 from SNOCOM"**
UNIT: **"Engine 31 received CANCEL"**

4.9.2 Once a transmission series has been established, it is not necessary to repeat radio names for each transmission.

4.9.3 Upon completion of an informational radio transmission, the unit affected will reply, "received". The text of informational type transmissions need not be repeated. NOTE: "Received" signifies a message is received and understood. If the message is unclear or not understood ask for clarification.

Examples:
"Station 71 received"
"District 26 received"

4.9.4 The text of transmissions pertaining to orders or requests to shall be repeated so the message is understood.

Examples:
UNIT: "**SNOCOM from Chief 71"**
SNO911:   **"Chief 71"**
UNIT: **"Chief 71 Request Fire Marshal"**
SNO911:   **"SNOCOM received, Fire Marshal requested"**

SNO911:   **"Chief 71 from SNOCOM"**

UNIT: **"Chief 71"**
SNO911: **"Chief 71, Fire Marshal responding, ETA 15 minutes"**
UNIT: **"Chief 71 received, Fire Marshal ETA 15 minutes"**

4.9.5 The text of transmissions pertaining to orders where formal Incident Command has been established shall be repeated so the message is understood and confirmed as correct by the Incident Commander.
Example:
COMMAND: **"A48 from 215 Command**
UNIT: **"A48"**
COMMAND: **"A48, Bring a hand light to staging"**
UNIT: **"A48 received hand light to staging"**
COMMAND: **"Affirmative, A48"**

If a unit does not repeat the order the Incident Command shall ask the unit to repeat the order or request. If the order or request is not repeated correctly the Incident Commander shall repeat the order or request until fully understood.

4.10 Dispatch of Incidents (Locution Failure or Deactivation)

4.10.1 Page the call and announce twice in the following order:
"(Recommended units), (CAD incident type), (address), (any safety/critical information), (Talkgroup assignment)"

Examples:

"Engine 1, Medic 1, MEDX response, thirty-two twelve Hewitt, CPR in progress, TAC 1."

Repeat 2nd time using individual numbers in the address:
"Engine 1, Medic 1, MEDX response, three two one two Hewitt Avenue CPR in progress, TAC 1"

               or

"E31, A32, M31, B31, MVC-Entrapment, two seventy-six fourteen, one hundred seventy nine Street Southeast, grid 525, TAC 3."
Repeat 2nd time using individual numbers in the address:
"E31, A32, M31, B31, MVC-Entrapment, two seven six one four, one seven nine St SE, grid 525, TAC 3."

4.10.2 Any critical medical/safety information, if known, shall be given as a short report after units go enroute:

- CPR in progress
- Not breathing
- Unsecured scene
- Standby for Law Enforcement
- During stressed operations, follow the prescribed procedure for altered levels of operation.

4.11 Response Times

4.11.1 Units assigned to an incident are required to go enroute via radio or MDC within two (2) minutes from initial dispatch. If the three (3) minute dispatch timer is displaying and **no unit that is assigned to the incident has responded**, the Dispatcher will:

- First attempt radio contact with any personnel from the assigned jurisdiction by radio.

- If contact is made with personnel from the jurisdiction, the Dispatcher will inquire if a re-page is needed. The incident will be re-paged only if requested.

- If units fail to go enroute within one (1) minute of a second page, the Dispatcher will determine the next closest jurisdiction and add their department wide page using the manual page option in CAD.

- The Dispatcher should then attempt to make appropriate notifications to command staff of any attempts to dispatch an incident without a response.

4.11.2 All units assigned to incidents are responsible to advise SNO911 via radio or MDC that they are enroute, on-scene, or clear of an incident. SNO911 is responsible for tracking these times. If a unit fails to go enroute, the Dispatcher shall be proactive in establishing communication with that unit and ensuring an appropriate level of response is being made. As traffic permits, dispatchers may make radio calls for units as soon as two (2) minutes after initial dispatch if a unit has failed to acknowledge being enroute.

4.11.3 The Dispatcher shall also be responsible for notifying the Incident Commander of any unit that has not responded within three (3) minutes on a multi-unit response. Command staff shall determine if a re-page of that unit is necessary or if additional apparatus is required. The Dispatcher shall also notify command staff of any 'incomplete' Fire Response Level (FRL) recommendations in the CAD system.

4.12   Documentation of Incident Call Times

The Dispatcher is required to provide accurate documentation of all incident call times (enroute, on-scene, clear, etc.). There may be times when higher priority tasks prohibit this from occurring. The Dispatcher shall attempt to update the CAD record when a known time is missed by using the correct call time. If the call time is known or can be obtained from the radio recorder the dispatcher shall note the correct time in the narrative of the call. The Dispatcher should never enter a time they know to be incorrect. All CAD call times should accurately reflect status changes as reported by units in the field either by MDC or voice communication to the Dispatcher.

4.13   Dispatch Report

4.13.1 Dispatcher will provide a report to first responding unit unless a command unit has been dispatched; in this case the report shall be given when the command unit responds. Including:
   A. Details of the incident
   B. Critical medical/safety information

4.13.2 Any unit may ask for the dispatcher report or any other information needed when responding to an incident.

4.13.3 Dispatcher shall confirm address, and if necessary correct any incorrect address stated by the responding unit.

4.13.4 Units responding by MDC shall not be provided a dispatch report unless requested or if additional critical/safety information is received after the initial dispatch.

4.14 Multiple Unit Responses

4.14.1 When multiple units are responding to the incident, the first arriving unit shall transmit a brief initial report. Including:

    A. Arrival (address correction if needed).
    B. Initial Radio Report (IRR) (see Appendix 5.2).

4.14.2 In major incidents, the Incident Commander shall advise SNO911 as soon as possible the location of the command post.

4.14.3 Once the Incident Commander is established at the scene of an incident, All RADIO TRAFFIC to SNO911 <u>shall</u> be made by Incident Commander or his/her designee; no other units shall contact SNO911.

4.14.4 The Incident Commander shall, when appropriate, transmit to SNO911 "situation under control".

4.14.5 If units are ready or 'in-service' for another alarm while at the scene of an incident, the Incident Commander/designee shall make the report for appropriate apparatus at one time. Dispatch shall not place unit/s in service until so directed. Individual units need not put themselves in service unless it is a single apparatus notification.

Examples:

UNIT: **"SNOCOM from Battalion 71"**
SNO911: **"Battalion 71"**
UNIT: **"Battalion 71, all units assigned to 35th Command units are in service."**
SNO911: **"SNOCOM received all - units in service."**

        or

IC: **"SNOCOM from Firetrail Command"**
SNO911: **"Firetrail Command"**
IC: **"Firetrail Command, Engine 64 and Aid 64 are in service"**
SNO911: **"SNOCOM received, Engine 64 and Aid 64 in service"**

        or

IC: **"SNOCOM from Firetrail Command"**
SNO911: **"Firetrail Command"**
IC: **"Firetrail Command, place all Marysville units from Firetrail Command in service except Engine 64"**
SNO911: **"SNOCOM received all units from Firetrail Command in service except Engine 64"**

4.15 Multiple Incidents for One Fire District/Department

4.15.1 The Incident Commander/designee shall monitor their primary dispatch channel when possible while operating on an alternate Talkgroup.

4.15.2 The Incident Commander may request the dispatcher via radio, for notification of any additional alarms that may be received within their jurisdiction while operating on an alternate Talkgroup.

4.15.3 If there is no response to the second incident within two minutes, the Fire Dispatcher will re-page the second incident and then request instructions from the first Incident Commander how the second incident is to be handled.

4.15.4 This procedure shall apply to all subsequent incidents that may occur simultaneously for that individual fire district/department.

4.16 Ten-Minute Onscene Timers

The following are the incident types where 10-minute timers will automatically be assigned::

- **FRC (Fire Residential Confirmed)**
- **FCC (Fire Commercial Confirmed)**
- **FWI (Fire Wildland Interface)**
- **MCI (Mass Casualty Incident-All responses)**
- **HZ (HAZMAT-All responses)**
- **MEDX (Upgraded Medic Response)**
- **MVCE (Motor Vehicle Collison – Extrication)**
- **All Technical Rescue Responses**
- **CRP (Community Paramedic/Resource Responders)**

The Incident Commander may ask for a 10-minute timer on any incident and may ask for other time increments for notification.

The CAD system will generate an elapsed time notification every 10 minutes until Command cancels the timerThe Dispatcher will verbally pass this information to the Incident Commander until the situation is declared under control and/or Command requests to discontinue notifications.

Examples: "(Name) Command, fire plus 10" (Announce after first 10 minute CAD notification)

"(Name) Command, fire plus 20" (Announce after second 10 minute CAD notification)

4.17 Jurisdictional Questions

If the jurisdiction of an incident is in question the dispatcher shall make the best estimate for response. Dispatchers should consider sending both agencies if the location falls within question. Jurisdictional questions will be handled after the incident.

4.18 No Mans Land

Dispatch will dispatch the closest (best estimate) jurisdiction to any potential Fire/EMS response that is determined to be in a 'No Mans Land" (no FRP assigned) area for their department authority's determination for response.

4.19 Station Move-Ups

4.19.1 The Move Up command should be utilized whenever a unit is temporarily relocated to another station and requires the ability to be placed AIQ at that station for response needs (example; cross staffed units relocating to another station as back fill), or does not have GPS location tracking available in CAD.

4.19.2 The Move Up command requires units to be relocated back to their home station upon their return. Failure to relocate a unit to its home station will result in incorrect response recommendations.

4.19.3 Units requiring   to be relocated to another station are to verify the desire to use the Move Up command by the dispatcher.

Example:
E61:   **"SNOCOM Engine 61, request move up to Station 62."**
Dispatch: **"Engine 61, Move Up to Station 62, advise when moving back to Station 61 and request to cancel Move Up status."**

4.19.4 Units returning to their home station after a move up, shall verify that the unit is properly assigned to its' home station in the appropriate CAD Unit Management program.

4.20   ETA Notifications

To save radio time and telephone calls, field personnel shall not routinely request ETAs of other responding units from Snohomish County 911. The Dispatcher will make an ETA advisory if known, or state unknown.

Examples:
SNO911: **"Aid 60 from SNOCOM"**
UNIT: **"Aid 60"**
SNO911: **"Aid 60, Northwest AMB ETA 10 minutes"**
UNIT: **"Aid 60 received Northwest AMD ETA 10 minutes"**

      or

SNO911: **"Chief 87 from SNOCOM"**
UNIT: **"Chief 87"**
SNO911: **"Chief 87, PUD advised, ETA unknown."**
UNIT: **"Chief 87 received PUD advised, ETA unknown."**

NOTE: See section 5.12 PUD Notifications

4.21   Railroad Notifications

4.21.1 To ensure responder safety, immediate notification shall be made to Burlington Northern Santa Fe Railway (BNSF) to stop all train traffic when units respond to incidents that are on or directly infringe upon the railroad right-of-way or tracks. Responders shall request Snohomish County 911 contact BNSF Railway (800-832-5452 option 1) to advise when they will be on or directly infringing upon the railroad right-of-way, and request that train traffic through the affected area be stopped. The request to stop train traffic should be made prior to any emergency responders entering, operating on, or infringing upon, the railroad right-of-way.

4.21.2 Upon any request, made by BNSF, for Police, Fire or EMS response to a railroad right-of-way, the Snohomish County 911 dispatcher shall ensure that the train-dispatcher has been advised to stop all train traffic through the affected area.

4.21.3 The train dispatcher shall be asked to call back when they have confirmed that all rail traffic has been stopped. This confirmation of all rail traffic stopped shall be relayed to the incident command officer.

4.21.4 At the conclusion of the incident, the dispatcher shall notify BNSF that all units have cleared the scene and that normal train traffic may resume.

4.21.5 Responders may, at their discretion, request train traffic be slowed in the area of an incident.

4.22 TRI-COUNTY SCENES OF VIOLENCE PROTOCOL

Snohomish, King, and Pierce county Fire and Police have adopted the Tri-County Scenes of Violence Protocol. All three Counties have agreed upon this plan to provide a standardized response to incidents that place responders and the public danger of physical harm due to violent criminal activity in an unsecured incident.
Full protocol is listed in Appendix section 5.20

4.22.1 Examples of Unsecured Scene/Area
A. ASSAULT INVOLVING WEAPONS PRESENT OR PROBABLE VIOLENCE WITH INJURIES,
B. THREATENED SUICIDE INVOLVING WEAPONS AND/OR THREATS OF VIOLENCE TO OTHERS,
C. HOSTAGE VIOLENCE,
D. SLUMPERS*
NOTE: ANYTIME FIRE/EMS PERSONNEL ARE ENDANGERED LAW ENFORCEMENT SHOULD BE REQUESTED
*SLUMPER calls require both a police and fire/EMS response but normally do not fit into the definition of an **Unsecured Scene/Area,** and may not require a Code response from the fire responder.

4.23 COMMUNICATIONS FOR UNIFIED COMMAND

All joint police/fire SAR/DIVE operations should consider unified command to facilitate coordinated efforts. Other major joint police/fire operations shall utilize unified command when determined by the incident commander.

4.23.1 Unless otherwise indicated, 'SNO OPS' talkgroups shall be designated as the 'interoperability' operations talkgroup/s for unified command purposes. The SNO911 Supervisor will be notified by the incident commander, and will advise the responding agencies which 'common' talkgroup is available. Once dispatched, the responding police and fire commanders shall monitor the designated 'SNO OPS' talkgroup. All other units should refrain from using the unified talkgroup until assigned to incident operations. Non-incident critical communications shall take place on agency primary talkgroups or by other means to avoid interference with unified command operations. Once on-scene, police and fire commanders shall establish a physical joint command post.

4.23.2 If resources are already deployed at an incident location when it is determined that unified command shall be established, and it is not feasible for the deployed resources to switch to a 'common' talkgroup, SNO911 will, upon request of the Unified Command, establish a 'PATCH' between the appropriate Police and Fire talkgroups. This will be done without question or hesitation to ensure responder safety. A patch between talkgroups shall only be done at the request of the Incident Commander.

4.24 CAD Alerts

4.24.1 The CAD Alert file contains entries to assist the Dispatcher in providing useful information to field units. All 'warning' entries are considered potential hazard/safety information. CAD Alert entries can be exact address match or within proximity to an incident address. The Dispatcher must determine if the information displayed is relevant to the incident and relayed to all responding field units

4.24.2 Agency personnel may request an entry into Premise Information by submitting the form found in Appendix 6.00.

4.25   Bomb Threats

All reports of bomb threats shall be sent as a law enforcement response and a priority notification (NOTICP) to the fire jurisdiction. The details of the 'NOTICP' incident shall not be broadcast by radio. All priority notices will be paged <u>without</u> a voice dispatch then cleared by the dispatcher. If further information needs to be relayed, the dispatcher shall either call the department authority (Battalion Chief, Duty Chief, etc.) or advise the on duty authority to call dispatch for the information. There shall be no further action after the notification is made unless the jurisdictional authority advises otherwise. An actual explosion, not threat, should have a dual law enforcement and fire department response to the incident.

4.26   Incident Cancellations

At no time will dispatch cancel or call off Fire/EMS responses once the call has been dispatched. The responding jurisdictional authority will be notified of false alarms or supplemental information and will make the final determination if units should continue to the scene, cancel the response, etc.

4.27   Restricted Communications

4.28.1 Complaint Information Disclosure

Citizens requesting that their name not be disseminated or non-published information shall be given to field units via other means i.e. cellular phone, pager, MDC. (Exception: if no other means is available and the units indicate the information is vital, the information shall be given via radio.)

4.28.2 Communicable Diseases

RCW 70.24.105 and WAC 246-100-011 (33) restrict broadcast of sexually transmitted diseases over the radio or MDC terminal.
NOTE: Broadcast of respiratory diseases particularly dangerous to field personnel (including TB, meningitis, Hepatitis A, whooping cough and measles) are not restricted from broadcast by law.

4.28.3 HIPAA (Health Insurance Portability and Accountability Act)

Initial patient health care information that is electronically or verbally transmitted to field responders must be cautiously protected.
NOTE: A patient's name should **<u>not</u>** be given by radio to first responders unless necessary for patient care.

4.28   Weather Bulletin Broadcasts

The National Weather Service intermittently issues special weather statements or seasonal forecasts for Western Washington, including Seattle, Tacoma, Everett and vicinity. These forecasts relate to hazardous weather conditions including flooding, snow warnings, Red Flag warnings, high winds, ice, etc. When Snohomish County 911 receives a special weather bulletin that forecasts immediate changes in weather status, that information will be sent to all fire agencies using the 'all broadcast' via CAD.

4.29 Dispatcher Contacts

4.29.1 Telephone calls to dispatchers are limited to supervisory personnel only. Non-supervisory personnel requiring telephone contact with a dispatcher will provide a telephone number via radio to the dispatcher. The dispatcher will telephone the field unit as time allows.

4.29.2 Dispatchers will not be available to make non-incident related telephone contacts for field units.

4.29.3 If phone rings 3 times, hang up and try later.

4.30 Radio Tests

4.30.1 Snohomish County 911 shall not conduct regular radio, pager or station alerting tests.

4.30.2 When any agency is conducting radio, pager, station alerting, or announcements, they shall comply with sections 3.4 and 5.6.

4.31 Individual Radio Identification

Addresses radio call signs for the use of portable radios by each member of a company, crew or team having an assigned radio. (Reference Snohomish County Chiefs' Association Document 20-04-XX)

4.31.1 **Driver** - The driver shall be the individual assigned to drive and operate the apparatus. This is often referred to as the engineer, pump operator, ladder operator, or apparatus operator. The word Driver shall be the descriptor and verbiage used for radio communication to identify this position.

4.31.2 **Officer** – The individual assigned as the officer in charge of the particular piece of apparatus and its personnel assigned to the apparatus, often referred to as the company officer or engine boss. The radio identification of this individual is accomplished by using the radio designation of the apparatus. No other identifier shall be needed.

4.31.3 **Crew member** – Other crew positions on the apparatus are commonly identified by position names such as hydrantman, nozzleman, pipeman etc. However for the purposes of radio communications these positions shall be assigned a number preceded by the word "Mike" This identification shall be preceded by the apparatus identifier.

   Example:
   A nozzleman on Engine five shall be verbally identified as:
   "Engine Five Mike One"

4.31.4 Most communications with apparatus shall be directed at the company officer thereby utilizing the apparatus identifier. The use of other identifiers shall be used when a specific position or member of the crew is needed in the communication. Each crew member is responsible for knowing and using his/her call identification.

4.32 Alpha Paging

The SNO911 Wireless Alpha Numeric Paging system is a separate VHF high speed text messaging/alerting system that is independent of the 800 MHz radio. The SNO911 CAD system has been intergraded with the paging system to automatically send CAD text to pagers worn by users in the field. Paging may be done from any CAD terminal or MDC. non-incident

4.32.1 Group Pages

A group page contains multiple entities for the purpose of paging multiple devices at the same time. For example the group 'ALLFIR' is made up of all the SNO911 fire departments.
Current group pages include the following:

SNO ALLFIR	ALL SNO911 FIRE DEPARTMENTS
SNO Fire TAC 1	EVERETT FIRE & COUNTY AIRPORT FIRE
SNO Fire TAC 2	ALL DEPARTMENTS ASSIGNED TO SOUTH COUNTY RADIO
SNO Fire TAC 3	ALL DEPARTMENTS ASSIGNED TO NORTH & EAST COUNTY RADIO
ZONE9	ALL DEPARTMENTS WITHIN ZONE 9
ZONE10	ALL DEPARTMETNS WITHIN ZONE10
ZONE11	ALL DEPARTMENTS WITHIN ZONE 11
ZONE12	ALL DEPARTMENTS WITHIN ZONE 12

4.32.2 Paging Supplemental Incident Information

Supplemental information relating to an incident should only be paged by the dispatcher under the following guidelines:

1. Responder safety information is received that was not included in the initial page of an incident and contact has not yet been made with a responder by radio. (The dispatcher should always first check to see if contact can be made by radio.)
2. A request is made by the Incident Commander to have information paged.

4.32.3 Field Requests to Dispatch for Paging

Not all fire agencies have set up their department paging the same. Fire agencies are responsible for knowing which 'entities' can be paged when making requests to dispatch. For example a department should not ask for an individual station to be paged if their department has not been set up to so. If a request is made using an 'entity' that cannot be paged the dispatch shall send a department wide page (XXPAGE) with the specific information in the page text.

4.32.4 Administrative Paging

All administrative (non-incident related) pages should be sent from a fire station terminal or MDC. SNO911 dispatchers should not be asked to send these pages unless a station terminal or MDC is not available.

4.32.5 Back-up Paging

In the event that the SNO911 CAD system is out of service, the dispatcher has the ability to use back-up paging (PageGate) that is independent of the CAD system for dispatching of incidents. The back-up paging only sends out department wide pages with free form text entries. When SNO911 is using back-up paging, each department shall be responsible for determining which apparatus needs to respond.

5.0   APPENDIX

5.1   Other Codes

5.1.1 By **reference only** the following codes are used by Snohomish County 911 law enforcement agencies:

CODE 1   This is a non-emergency response to be used in a situation where an officer's safety would be enhanced by the presence of a second unit.

- Routine air traffic with dispatcher discretion.
- Non-emergency response from second officer, proceed without delay.
- Second unit must make a least visual contact with the requesting officer.

CODE 2   This is an emergency situation response by available units. **Officer to define amount of help needed.**

CODE 3   **This is to be used in a HELP-THE-OFFICER situation.** It is a situation where the requesting officer is in a life-threatening situation. This is an emergency response by all available units regardless of jurisdictional boundaries unless otherwise directed. A **Code Blue** request from a fire agency shall be treated as a **Code 3** response.

CODE 4   To be used when **NO ADDITIONAL UNIT(S) NEEDED** and/or situation is under control. When the CODE 4 is given, all units not at the scene will clear from the incident unless otherwise directed.

BRAVO   BOMB RELATED INCIDENTS

WSP   Washington State Patrol utilizes the verbiage "WSP" to initiate a 'Help the Officer' response. Agencies should avoid using this term when requesting or referring to the Washington State Patrol. "State Patrol" should be used.

5.1.2 **Washington State Hospital Association Emergency Codes**

CODE RED – Fire

CODE BLUE - Heart or Respiration Stopping

CODE ORANGE – Hazardous Material Spill or Release

CODE GRAY – Combative Person

CODE SILVER – Person with Weapon/Hostage Situation

AMBER ALERT – Infant and Child Abduction

EXTERNAL TRIAGE – External Disaster

INTERNAL TRIAGE – Internal Emergency

RAPID RESPONSE TEAM – Rapid Response Team

"CODE (NAME)" CLEAR – To Clear a Code

5.2 Initial Radio Report

Examples:

Building/Area Description	Size
	Height
	Occupancy
	Type
Describe the Problem	Smoke/Fire Conditions
	Location
Initial I.A.P.	Tasks
	Location
	Objectives
Declaration of the strategy	Offensive
	Defensive
Resource Determination	
Assume/Name Command	
Additional: Follow up Reports – 360's	Result of 360
	#of Stories in rear
	Basement/Type
	Problem-if different
	Any Change to I.A.P
	Any Immediate Life Safety
	Other hazards
Accountability Locations	Alpha, Bravo, Charlie, Delta
Any other Immediate Safety Concerns	Electrical drop, pool, etc.
Traffic Accidents	1 car roll-over, off the road / 2 Car High-Speed Head-On, Blocking, Checking for Injuries/Put Airlift on Standby/Laying A Pre-Cautionary Pre-Connect Etc.

5.3 Phonetic Alphabets

LAW ENFORCEMENT		MILITARY ALPHABET	
A	ADAM	A	ALPHA
B	BOY	B	BRAVO
C	CHARLES	C	CHARLIE
D	DAVID	D	DELTA
E	EDWARD	E	ECHO
F	FRANK	F	FOXTROT
G	GEORGE	G	GOLF
H	HENRY	H	HOTEL
I	IDA	I	INDIA
J	JOHN	J	JULIET
K	KING	K	KILO
L	LINCOLN	L	LIMA
M	MARY	M	MIKE
N	NORA	N	NOVEMBER
O	OCEAN	O	OSCAR
P	PAUL	P	PAPA
Q	QUEEN	Q	QUEBEC
R	ROBERT	R	ROMEO
S	SAM	S	SIERRA
T	TOM	T	TANGO
U	UNION	U	UNIFORM
V	VICTOR	V	VICTOR
W	WILLIAM	W	WHISKEY
X	X-RAY	X	X-RAY
Y	YOUNG	Y	YANKEE
Z	ZEBRA	Z	ZULU

5.4   Time Conversion Chart

12:00 Midnight	=	0000 HRS
12:01 AM	=	0001 HRS
1:00 AM	=	0100 HRS
2:00 AM	=	0200 HRS
3:00 AM	=	0300 HRS
4:00 AM	=	0400 HRS
5:00 AM	=	0500 HRS
6:00 AM	=	0600 HRS
7:00 AM	=	0700 HRS
8:00 AM	=	0800 HRS
9:00 AM	=	0900 HRS
10:00 AM	=	1000 HRS
11:00 AM	=	1100 HRS
12:00 Noon	=	1200 HRS
1:00 PM	=	1300 HRS
2:00 PM	=	1400 HRS
3:00 PM	=	1500 HRS
4:00 PM	=	1600 HRS
5:00 PM	=	1700 HRS
6:00 PM	=	1800 HRS
7:00 PM	=	1900 HRS
8:00 PM	=	2000 HRS
9:00 PM	=	2100 HRS
10:00 PM	=	2200 HRS
11:00 PM	=	2300 HRS

5.5 CAD Incident Type Code/Priority List

AID CALL	AID	7F
AID CALL (ENTERED BY POLICE DISPATCH	AIDP	3F
AIRCRAFT CRASH LIGHT PLANE	AIR	1F
AIRCRAFT CRASH COMMERCIAL PLANE	AIRC	1F
AIRCRAFT STANDBY	AIRS	4F
BACK COUNTRY TRAIL RESCUE	BCTRAIL	3F
BLS RESPONSE – PRIORITY	BLS1	4F
BLS RESPONSE – NON-PRIORITY	BLS2	4F
BLS RESPONSE – NON-EMERGENCY	BLS3	5F
COMMUNITY ASSISTANCE, REFERRAL, AND EDUCATION	CARE	7F
CARBON MONOXIDE ALARM	COA	4F
CARBON MONOXIDE MEDICAL RESPONSE	COAM	3F
COMMUNITY RESOURCE PARAMEDIC	CRP	7F
FIRE CALL*	FIRE	7F
FIRE ALARM – COMMERCIAL	FAC	4F
FIRE ALARM – RESIDENTIAL	FAR	4F
FIRE ALARM – SPRINKLER WATERFLOW	FAS	4F
FIRE BRUSH, GRASS OR WILDLAND FIRE	FB	3F
FIRE COMMERCIAL	FC	2F
FIRE COMMERCIAL CONFIRMED	FCC	1F
FIRE FERRY BOAT	FFB	1F
FIRE INVESTIGATION	FI	4F
FIRE RESIDENTIAL	FR	2F
FIRE RESIDENTIAL CONFIRMED	FRC	1F
FIRE SINGLE ENGINE RESPONSE	FS	3F
FIRE SINGLE ENGINE NON-CODE RESPONSE	FSN	6F
FIRE TYPE UNKNOWN	FTU	3F
FIRE WILDLAND URBAN INTERFACE	FWI	1F
GAS LEAK INSIDE STRUCTURE	GLI	3F
GAS LEAK OUTSIDE STRUCTURE	GLO	3F
HAZMAT RESPONSE	HZ	3F
MASS CASUALTY INCIDENT	MCI	1F
MEDIC RESPONSE – EMERGENT	MED1	3F
MEDIC RESPONSE – PRIORITY	MED2	3F
MEDIC RESPONSE – NON-PRIORITY	MED3	4F
MEDIC UPGRADED RESPONSE	MEDX	1F
MOTOR VEHICLE COLLISION	MVC	4F
MOTOR VEHICLE COLLISION ENTRAPMENT	MVCE	1F
MOTOR VEHICLE COLLISION FIRE	MVCF	1F
MOTOR VEHICLE COLLISION MEDIC	MVCM	1F
MOTOR VEHICLE COLLISION NON-CODE	MVCN	5F
MOTOR VEHICLE COLLISION PEDESTRIAN/BIKE MEDIC	MVCP	1F
MOVE UP	MU	7F
MUTUAL AID ALS	MAA	3F
MUTUAL AID BLS	MAB	3F
MUTUAL AID FIRE	MAF	4F
MUTUAL AID HAZMAT	MAH	4F
MUTUAL AID RESCUE	MAR	2F
NOTICE NON-PRIORITY	NOTICE	7F
NOTICE PRIORITY	NOTICEP	2F
NURSE LINE REFERRAL	NURSE	6F
SERVICE CALL RESPONSE	SC	6F
STRIKE TEAM OR TASK FORCE REQUEST	STRIKE	2F
TECHNICAL RESCUE CONFINED SPACE	RESCS	2F
TECHNICAL RESCUE HIGH/LOW ANGLE	RESA	2F
TECHNICAL RESCUE STRUCTURE	RESST	2F

TECHNICAL RESCUE TRENCH	RESTR	2F
TECHNICAL RESCUE WATER-RIVER/SWIFT WATER	RESSW	1F
TECHNICAL RESCUE WATER-SURFACE WATER	RESWA	1F

*Used for call entry by non-certified call takers only when there are no certified call takers available. The Fire dispatcher is responsible for modifying the incident to the appropriate type code based on the text entry prior to dispatch of the call.

5.6   Fire/Medical Event Type Code Definitions

Responders may upgrade or downgrade responses at the discretion of their agency's policies.

AID CALL .... **AID/AIDP**
Used for processing all medical calls taken **by non-EMD certified call takers and certified call takers without direct access to the Snohomish County EMD Guidelines due to extraordinary circumstances when certified dispatch personnel are not available.** May also be utilized by police dispatchers requesting an EMS response for law enforcement units in the field.

AIRCRAFT CRASH LIGHT PLANE ....**AIR**
A crash or reported crash of a single engine aircraft (i.e. Cessna, Beechcraft, Piper) or a rotary wing aircraft (i.e. Huey, Bell) – if the aircraft has crashed into a structure or onto a roadway involving an unknown quantity of vehicles upgrade to a FC response. If in doubt as to the size of the aircraft send an AIRC response.

AIRCRAFT CRASH COMMERCIAL PLANE ....**AIRC**
A crash or reported crash of a multi-engine aircraft (i.e. Boeing, Airbus, Lockheed, or any Military type aircraft whether carrying ordinance or not). Note: If the aircraft has crashed into a structure or onto a roadway involving an unknown quantity of vehicles upgrade to a FC response. It is recommended that all agencies establish 4 alarm levels for this incident type code. If in doubt as to the size of the aircraft send an AIRC response.

AIRCRAFT STANDBY ....**AIRS**
A request to standby for an aircraft that may be experiencing a potential in-flight emergency.

BACK COUNTRY TRAIL RESCUE ....**BCTRAIL**
Emergencies involving injured or non-injured subjects in need of rescue from a backcountry/wilderness trail that present access issues and/or delays. Such incidents will first be processed according to the appropriate aid or rescue type code and only balanced to BCTRAIL when requested by a unit or incident command.

BLS RESPONSE – PRIORITY **BLS1**
A priority response for Basic Life Support using Snohomish County EMD Guidelines.

BLS RESPONSE – NON-PRIORITY **BLS2**
A non-priority response for Basic Life Support using Snohomish County EMD Guidelines.

BLS RESPONSE – NON-EMERGENCY **BLS3**
A non-emergency response for Basic Life Support using Snohomish County EMD Guidelines.

CARBON MONOXIDE ALARM ....**COA**
A report of an alarm detecting Carbon Monoxide (CO).

CARBON MONOXIDE ALARM MEDIC ....**COAM**
Used for response to a CO alarm where signs of exposure to the occupants have been reported.

FIRE ALARM COMMERCIAL ....**FAC**
A report from an alarm company, resident, business owner/employee, or third person of an automatic fire alarm activation in a commercial type structure. A commercial structure is defined as any multi-family dwellings (apartment building, condos, buildings housing over three or more families), industrial buildings, hospitals, strip malls, schools or educational facilities, warehouse or storage facilities, public gathering locations (such as night clubs, restaurants, theaters, etc.).

FIRE ALARM RESIDENTIAL .... **FAR**
A report from an alarm company, resident, or third person of an automatic fire alarm activation in a single family residence.

FIRE ALARM SPRINKLER/WATERFLOW..**FAS**
A report from an alarm company, resident, business owner/employee, or third person of a sprinkler water flow alarm activation in a commercial type structure.

FIRE BRUSH ....**FB**
A report of a fire involving any natural ground cover including timber, blackberry vine areas, shrubs, grass or other ground cover materials without immediate threat to any structure. Grass or shrub fires-small in size without immediate potential of rapid spread or exposure hazard should be sent as a Fire Single response.

FIRE CALL... **FIRE**
Used for processing any type of fire call taken **by non-certified call takers due to extraordinary circumstances when certified dispatch personnel are not available.** May also be utilized by police dispatchers requesting a fire response for law enforcement units in the field.

FIRE COMMERCIAL RESPONSE ....**FC**
Report of a potential fire involving a commercial type structure, including: Multi-family dwellings, (apartment buildings, condos, buildings housing over three or more families), Industrial buildings, Hospitals, Strip malls and shopping malls, Schools or educational facilities, Warehouse or storage facilities Public gathering locations (such as night clubs, restaurants, theaters, etc.), Commercial boat/ship or multiple private watercraft (dock involvement or potential), single private watercraft fire with no dock involvement with potential for exposure to other watercraft or docks, piers or pilings, train involving multiple railroad cars or a single car with cargo Any large building not identified as a single family dwelling or duplex. This category includes conditions of smoke in a structure from unknown source, hot or smoking portions of interior construction, description of light smoke visible from the exterior but no flames.

FIRE COMMERCIAL CONFIRMED RESPONSE ....**FCC**
Report of a known fire in a commercial structure as defined in definition of Fire Commercial response. The difference in this type code is that fire has been confirmed by one of the following conditions:

1. Two or more calls on the same commercial structure reporting flames and/or heavy smoke visible.
2. The report of the fire has been reported by a fire or police unit reporting flames and/or heavy smoke conditions.
3. Any fire unit has requested upgrade to confirmed fire commercial response.
4. Any description by the caller of entrapment of an occupied commercial structure on fire.
5. Two or more involved residential structures.
6. In the dispatchers opinion the caller has described a working fire condition in a commercial structure.

FIRE FERRY BOAT ....**FFB**
A confirmed or reported fire aboard a Washington State Ferry.

FIRE INVESTIGATION .... **FI**
Used when an investigation into a cause of a fire is needed.

FIRE RESIDENTIAL RESPONSE ....**FR**
Reports of a known or a potential fire involving a single family residence, duplex type dwelling, detached structure (garage) or any type of fire with exposure to the dwelling. Dwellings that are reported as housing three families or more shall be considered as a commercial type response. Multiple involved residential structures shall be dispatched as an FC response.

FIRE RESIDENTIAL CONFIRMED RESPONSE .... **FRC**
Report of a known fire in a residential structure as defined in definition of Fire Residential response. The difference in this type code is that fire has been confirmed by one of the following conditions:

1. Two or more calls on the same residential structure reporting flames and/or heavy smoke visible.
2. The report of the fire has been reported by a fire or police unit reporting flames and/or heavy smoke conditions.
3. Any fire unit has requested upgrade to confirmed fire residential response.
4. Any description by the caller of entrapment of an occupied residential structure on fire.
5. In the dispatchers opinion the caller has described a working fire condition in a residential structure.

FIRE SINGLE...**FS**
A code response that requires only a single engine that is reported as small in nature and does not have an immediate potential for rapid spread or significant exposure hazard. **If in doubt of the severity, or if subsequent information is received, the incident should be upgraded.** Examples:
- A small single shed or out building with no life hazard or exposure hazard
- Any structure that was on fire reported as out. 1st party caller only. Including: Mattress and overstuffed furniture fires reported as out still inside a structure
- Appliances-burned food in oven, overheated frying pan, clothes smoking or burning in clothes dryer with no flames extending outside appliance
- Electrical problems-no flames or excessive smoke and/or heat
- Vehicle fires-in open area with no exposure hazard
- Single railroad car-empty, minor in nature with no exposure
- Grass or shrub fires-small in size without immediate potential of rapid spread or exposure hazard
- Collection boxes, dumpsters, mailboxes with no exposure hazard
- Chimney fires-walls are not hot and no extension inside the residence
- Small spills (5 gal or less) of a flammable liquid (gasoline, diesel, oils, fuels etc.) outside a residence or business

FIRE SINGLE NON-CODE..**FSN**
A non-code response that requires only a single engine. This differs from a service call in that the unit may not be diverted to a more serious call or held for a jurisdictional unit. This call type does not have the time critical factor such as a fire in progress or an injury that would require a code response. **If in doubt of the severity, or if subsequent information is received, the incident should be upgraded.** Examples:
- A person or persons stuck in an elevator with no immediate danger
- Fires reported as out and not inside a structure such as vehicle fire reported as out or a mattress outside the structure reported as out
- Smoldering beauty bark small in size without flames, rapid spread or exposure hazard
- Known or suspected hazardous materials with no spill, leaks, releases or any criteria that would require a hazardous materials response

FIRE TYPE UNKNOWN ....**FTU**

Any report of a fire where the reporting party cannot determine what is on fire or 2nd or 3rd party reports without identifying information.

FIRE WILDLAND URBAN INTERFACE ....**FWI**

Used in incidents that involve fast moving wildland fire that has immediate threat or is involving structures. This type code will dispatch both brush type units and structure units as determined by the AHJ.

GAS LEAK INSIDE STRUCTURE ....**GLI**

Used when a report of a smell of flammable gas (natural gas, propane or butane) is reported inside of a structure. No fire is visible or known to be occurring. Note: If the gas cannot be identified as a flammable gas, dispatch a HZ response. Odor investigations wherein the caller is sure that no emergency exists should be dispatched as FSN response.

GAS LEAK OUTSIDE STRUCTURE ....**GLO**

Used for a reported of a smell or leak of a flammable gas (natural gas, propane or butane) outside a structure. Use appropriate fire response for gas that has ignited i.e. residential fire response or commercial fire response if exposure hazard to a structure. Any report involving a tractor-trailer, tractor-tanker, railroad car or other fuel transport vehicle requires a commercial response. Note: If the gas cannot be identified as a flammable gas, dispatch a HZ response. Odor investigations wherein the caller is sure that no emergency exists should be dispatched as FSN response.

HAZMAT (1st Alarm) .... **HZ**

Used for response to small quantity spills of known or possible hazardous substances. No reaction or immediate threat to persons, property or the environment. Use this type code for the smell of an unidentified gas or known gas (not natural or propane i.e. ammonia, chlorine) inside a structure or any liquid gas spill more than 5 gallons outside (gasoline, diesel, oils, etc.), or any amount inside.

(2nd Alarm)

Used for responses that have potential or known threat to persons, property or the environment. Usually shall dispatch HAZMAT unit(s) from within zone only.

(3rd Alarm)

A hazardous materials response that includes all county available hazardous materials units from each zone. Usually incident commander initiated. The dispatcher may initiate this response only in circumstances that are known to be high risk to persons, property or the environment.

(4th Alarm)

This alarm level shall call all off duty Snohomish County Hazmat Technicians by pager. An incident commander request for all countywide on and off duty HAZMAT personnel to respond to an incident.

MASS CASUALTY INCIDENT ....**MCI**

Incident where the number of victims is determined to be beyond the capabilities of the first alarm assigned to the initial type of incident, as a guideline, a reported incident where 5-10 patients are involved.

(2nd Alarm)

Used where 11 to 19 patients are involved. Field units will request a 2nd alarm dispatch when applicable.

(3rd Alarm)

Used where 20 to 29 patients are involved. Field units will balance calls to a 3rd alarm level when applicable.

(4th Alarm)

Used where more than 30 patients are involved. Field units will balance calls to a 4th alarm level when applicable.

MEDIC RESPONSE (ALS) – EMERGENT **MED1**

Advanced Life Support medical incidents using the Snohomish County EMD Guidelines that may or will require paramedic type skills i.e. drug therapy, intravenous fluid therapy, defibrillation, and airway management.

MEDIC RESPONSE (ALS) – PRIORITY **MED2**
Advanced Life Support medical incidents using the Snohomish County EMD Guidelines that may or will require paramedic type skills i.e. drug therapy, intravenous fluid therapy, defibrillation, and airway management.

MEDIC RESPONSE (ALS) – NON-PRIORITY **MED3**
Medical incidents that may or will require advanced life support (ALS) evaluation using the Snohomish County EMD Guidelines.

MEDIC UPGRADED RESPONSE .... **MEDX**
Advanced life support paramedic response requiring specific or additional designated resources. Criteria for the upgraded response include: CPR and major trauma.

MOTOR VEHICLE COLLISION – BLS CODE ....**MVC**
Traffic Collisions meeting Snohomish County EMD Guidelines for a BLS code response.

MOTOR VEHICLE COLLISION – ENTRAPMENT ....**MVCE**
Traffic Collisions with severe injuries requiring specialized extrication equipment. Agencies may consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels. Other incidents that would use this type code are entrapment due to an automobile or trailer, RV, farm equipment, machinery, etc. that has caused entrapment. Example: A person working under a car and his has fallen on him, a person working with farm equipment and has become entrapped in an excavator etc. These types of entrapments will often require the same personnel and equipment and should be coded to this type.

MOTOR VEHICLE COLLISION-FIRE ....**MVCF**
Traffic Collisions where the reporting party advises fire exists. This response also includes a medic level response in addition to other resources sent to a serious traffic collision. Agencies should consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels.

MOTOR VEHICLE COLLISION-MEDIC ....**MVCM**
Severe traffic collision requiring medic skills meeting Snohomish County EMD Guidelines dispatching criteria. Agencies should consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels.

MOTOR VEHICLE COLLISION – BLS NON-CODE .... **MVCN**
Traffic Collisions meeting Snohomish County EMD Guidelines for a BLS non-code response.

MOTOR VEHICLE COLLISION–PEDESTRIAN/BICYCLE ....**MVCP**
Traffic Collisions with severe injury involving pedestrian or bicycle with no entrapment requiring specific or additional designated resources.

MOVE–UP .... **MU**
Move-up request for station coverage to another fire jurisdiction. (Incidents should not be created for inter-department move-ups.) See 4.17 Mutual Aid for Station Move-ups

MUTUAL AID ALS... **MAA**
A request from an agency for a paramedic or ALS response. Usually outside the dispatch agency or across dispatch control units. (Advance Life Support)

MUTUAL AID BLS...**MAB**
A request from an agency for a BLS response. (Basic Life Support)

MUTUAL AID FIRE ....**MAF**
A request from an agency for a fire type apparatus. Usually used outside the dispatch agency or across dispatch control units.

MUTUAL AID HAZMAT .... **MAH**
A request from an agency for a HAZMAT response. Usually used outside the dispatch agency or across dispatch control units.

MUTUAL AID RESCUE .... **MAR**
A request from an agency for a rescue response. Usually used outside the dispatch agency or across dispatch control units.

NOTICE NON PRIORITY INFORMATION TO THE DEPARTMENT .... **NOTICE**
The purpose is to relay information to fire department officials regarding non-routine events or situations that occur with little or no forewarning, which do not require an immediate fire department response. Sensitive information shall not be broadcasted over the radio; a request should be included in the page to have the specific unit (supervisory person) call dispatch to receive the information. All non-priority notices will be paged without a voice dispatch then cleared by the dispatcher.
Examples include:
- Emergency road closures that may affect fire department response routes.
- Water main breaks within a fire department's jurisdiction
- Inoperative fire hydrants
- Notifications of confined space entries

A NOTICE incident should **not** be created for the following:
- Routine advisements from public works or utilities regarding street closures
- Reports from alarm companies advising of fire alarms off line or out of service.
- Trench work or other construction activity not affecting traffic flows

NOTICE PRIORITY INFORMATION TO THE DEPARTMENT... **NOTICEP**
A notification to the fire department of a situation that is potentially serious in nature but does not require an immediate fire department response. Sensitive information shall not be broadcasted over the radio; a request should be included in the page to have the specific unit (supervisory person) call dispatch to receive the information. All priority notices will be paged without a voice dispatch then cleared by the dispatcher.
Examples:
- Search and Rescue incidents that do not require an immediate response.
- Predicted or sudden occurrence of weather events such as red flag warnings, sudden high wind warnings or flood warnings.
- Predicted dam failures.
- Bomb threats where the fire department has not yet been requested to respond.
- Civil unrest or terrorism that is occurring or expected to occur.
- School lockdowns

NOTE: Incidents on backcountry/wilderness trails with injured persons/medical emergencies with a known location should be dispatched to the Fire/EMS jurisdiction with the appropriate EMS call type.

NURSE LINE REFERRAL..**NURSE**

Non-emergent, low acuity medical incidents transferred to a Nurse Line that meets the Telephone Referral Program (TRP) criteria on the Snohomish County EMD Guidelines. This incident type is used for tracking purposes only and not programmed in CAD for a field unit response.

SERVICE CALL ....**SC**

Non-emergency requests for service that require fire department assistance that do not have any potential for medical, rescue, fire or hazmat. If in any doubt the call should be upgraded to a higher level of response. Examples:

- Illegal burning complaints without immediate potential of spreading or exposure.
- Water problems causing damage inside a structure.
- Odor investigations wherein the caller is sure that no emergency exists.
- Law Enforcement requests for non-emergency assistance, such as laddering a building.
- Any request for fire department assistance not covered under normal guidelines should be relayed to the jurisdictional Battalion Chief or Duty Officer for determination of response.
- Electrical wires down with our without fire involvement and wires of unknown types that could be a hazard to the public.

All service responses shall be comprised of jurisdictional units only, if a jurisdictional unit is not available the 'Service' call shall be held until a unit becomes available. The Jurisdictional Battalion Chief or Duty Officer shall be advised of all holding calls.

NOTE: The following Technical Rescue codes may involve the Snohomish County Technical Rescue resources. Each jurisdiction shall determine the first level of response by using the Alarm levels. The 1ˢᵗ Alarm level shall indicate the initial response if the jurisdiction chooses to have a response level pre activation of county team resources. If a jurisdiction chooses they may bypass the first alarm and request a Tech Response, which will dispatch the available technical resources within the zone. The 3ʳᵈ alarm level shall request a County Technical Rescue team response, which shall send all Technical Resources from all three county zones. The 4ᵗʰ alarm level shall send all on duty and off duty technical rescue personnel from all three zones of the county.

TECHNICAL RESCUE-CONFINED SPACE..**RESCS**

A rescue involving a person(s) who have entered a space that is large enough to get into but has limited or restricted means of escape. Examples: Storage tanks, silos, ventilation and exhaust ducts, storm drains, sewers, furnaces, boilers, storage compartments and crawl spaces.

TECHNICAL RESCUE-HIGH/LOW ANGLE...**RESA**

Rescues requiring life lines and rescue hardware for persons trapped in high angle (40 to 90 degrees) situations which do not offer safe and reasonable foot-hold and low angle (0 to 40) situations which offer good foothold but require the same rescue equipment.

TECHNICAL RESCUE-STRUCTURE .... **RESST**

All reports of structural collapse. Examples of structural collapse would include person(s) trapped after a collapse of a residential or commercial buildings, fallen construction of a building, bridge collapse and scaffolding failure of a stadium.

TECHNICAL RESCUE-TRENCH .... **RESTR**

A rescue that involves a person(s) who is trapped in a narrow excavation below the ground surface. In general, the depth is greater than the width, but the width is not greater than 15 ft. i.e. trenches dug by utility companies for electrical, water and gas services.

TECHNICAL RESCUE-WATER– RIVER/SWIFT .... **RESSW**

Emergencies involving victims who are unable to get to safety while **in** swift water. Examples: River, stream, rain swollen drainage ditches, any fast moving water. May also require response from Search and Rescue and/or the Dive Team.

TECHNICAL RESCUE-WATER-SURFACE...**RESWA**
Emergencies involving victims who are unable to get to safety while **in** the water or **on** a frozen body of water. Examples: Boating, rafting, swimming, skating accidents. Not used for accidents in swimming pools or small backyard ponds. May also require response from Search and Rescue and/or the Dive Team.

Strike Team/Task Force CAD type codes are listed in Section 5.7.4

5.7   Fire/EMS Resource Plan-Strike Team/Task Force Responses

5.7.1   Purpose
The primary purpose of the Snohomish County Fire/EMS Resource Plan is to provide rapid access and deployment of pre-arranged quantities of emergency service resources. Strike teams and task forces in the Snohomish County Fire/EMS Resource Plan are pre-defined emergency apparatus resource groups that can be requested that can be requested for incidents which require resources beyond normal mutual aid exchanges.

5.7.2   Strike Team or Task Force Response Requests
An Incident Commander for any major emergency incident or multiple incidents in need of a large volume of fire/EMS resources may request from SNO911 one or more strike teams or task forces. Incident Commanders must be specific as to what TYPE of strike team or task force they require.
A.   Immediate Need Request
Unless otherwise indicated, all strike team and task force responses are an immediate need. Units assigned to the requested team shall respond independently to the requested location. All units assigned will contact dispatch as normal advising they're responding, on scene and in service times.

5.7.3   Dispatch Responsibility

5.7.3.1 Upon receiving a request for strike teams or task forces, on duty fire dispatchers shall process the request by creating a CAD incident using the STRIKE CAD type code at the location of the response. The call narrative shall include the reason for the request and any instructions from the incident commander who made the request. The appropriate strike team or task force response group will be dispatched on the STRIKE call.

5.7.3.2 Any response that requires resources from an agency not dispatched by Snohomish County 911 will be notified for the response and all required information provided by the Incident Commander shall be relayed.

5.7.3.3 After dispatching the appropriate strike team or task force response, SNO911 fire dispatchers should expect a telephone call from the appropriate strike team or task force leader requesting incident instructions, including the type of incident, location and the Talkgroup

being used for the incident. Responding fire agencies or individual responding apparatus SHOULD NOT contact fire dispatchers in regards to the details of the incident.

5.7.3.4 Whenever a STRIKE call is dispatched in CAD a pre-defined group of zone coordinators will be paged. Zone coordinators are designated officers that coordinate resources in the county. Zone coordinators will assess resource levels in their assigned zones and coordinate move-ups as necessary. During large incidents where a significant number of resources are required, zone coordinators may respond to the incident scene to act as a liaison with the scene incident command and/or to the dispatch center to better facilitate resource coordination.

5.7.4 Strike Team/Task Force CAD Type Codes

Strike Team or Task Force Request...**STRIKE**
Any request for a strike team or task force for in-county or out-of-county incidents.

5.7.5 Strike Team / Task Force Types

Urban Task Force
- 3 Structural Engines
- 1 Ladder
- 1 BLS Unit
- 1 Command Unit

Rural Task Force
- 3 Structural Engines
- 2 Tenders
- 1 Command Unit

Interface Task Force
- 2 Structural Engines
- 2 Wildland Engines
- 1 Tender
- 1 Command Unit

Wildland Task Force
- 3 Wildland Engines
- 2 Tenders
- 1 Command Unit

EMS Task Force
- 1 ALS Unit
- 3 BLS Units
- 1 Automobile Rescue Unit
- 1 Command Unit

Engine Strike Team
- 5 Engines
- 1 Command Unit

Tender Strike Team
- 5 Tenders
- 1 Command Unit

Wildland Strike Team
- 5 Wildland Engines
- 1 Command Unit

BLS Strike Team
- 5 BLS Units
- 1 Command Unit

ALS Strike Team
- 5 ALS Units
- 1 Command Unit

5.8 Fire Special Operations

Technical Rescue and Hazmat Responses are considered 'Special Operations' within the Fire Service. These responses require personnel that have completed specialized training and require apparatus equipped with specific resources needed for the response.

5.8.1 Hazmat Responses

Hazmat responses include reports of hazardous materials, including flammable solids, radioactive material, corrosives, oxidizers & organic peroxides, poisons, poison gases & etiologic agents and other materials deemed to be an immediate threat to persons, property or the environment. The following criteria are used to determine the initial level of response and incident type:

The following are the **initial type codes for hazmat responses:**

- **Fire Single Non Code**
  CAD Type Code: **FSN** – (Department Specific Response)
  Criteria   Response to calls from citizens regarding known or suspected hazardous material with no spills, leaks, releases or any criteria that would require a hazardous materials response.

- **Hazmat-1ST Alarm**
  CAD Type Code: **HZ** – (Department Specific Response)
  Criteria:
  - A. Reports of possible or confirmed small spills or releases of a suspected or known hazardous substance.
  - B. Hydrocarbon spills inside (any quantity) or spills of more than five gallons outside of a structure.
  - C. No current indication of injuries or effect on human or animal life is observed.
  - D. No reported formation of a plume or chemical reaction.
  - E. <u>Small quantity</u> of a hazardous or believed to be hazardous substance which may be endangering any waterway or drainage system.

- **2nd Alarm**
  CAD Upgrade — (Single HAZMAT Unit & Decon Unit)
     Includes HZ 1st Alarm Resources
  Criteria:
  - A. Fire Department requests for technical assistance for hazardous materials. (Includes requests for phone calls-page recommended unit and advise to call IC.)
  - B. Reports of alarms involving hazardous materials where the situation is unknown. (Examples: ammonia alarm, chlorine alarm)
  - C. Any report that a <u>significant amount</u> of a hazardous substance or believed to be hazardous that has been released and is endangering or threatening any waterway or drainage system.
  - D. Minor effects on human life. (Meets BLS criteria)

E. Law Enforcement requests for fire department response for technical assistance with hazardous drug labs. (Includes requests for phone calls-page recommended unit and advise to call IC.)
*IF NOT SURE IF HZ 2nd or 3rd ALARM-SEND 2nd ALARM FIRST

- **3rd Alarm**

CAD Upgrade — (All County Hazmat Units)
Includes HZ 1ST & 2ND Alarm Resources
Criteria:

A. Leaks, spills or releases that are known to be hazardous and have a potential for risk to life and health.
B. Any known serious or life threatening injury or effect on human or animal life. (Meets ALS criteria) (Examples such as but not limited to uncontrolled vomiting, multiple victims, loss of consciousness, multiple deaths due to chemical exposure, irritation of skin or respiratory system due to chemical contact from leak or release.)
C. Any formation of a plume, cloud or unusual reaction by a chemical known to be hazardous.
D. All railroad derailments involving hazardous materials.
*IF NOT SURE IF HZ 2nd or 3rd ALARM-SEND 2nd ALARM FIRST

- **4th Alarm**

CAD Upgrade — (Off Duty Tech Response)
Includes Hazmat 1st, 2nd, & 3rd Alarm Resources
Incident Commander Initiated Only
Criteria:

- Requests for additional Off Duty Hazmat Personnel to respond to an incident. The dispatcher shall balance the call to 4th alarm where a ghost unit shall be recommended (HZPG4) this single unit shall be dispatched. It shall be the responsibility of the incident command post to send a message via MyStateUSA to all off duty Hazmat Technicians giving them instructions for their response.

5.8.2 Hazmat Page Outs

Second alarm dispatches and greater shall recommend a ghost unit. This unit will send page to all hazmat team pagers and programmed phones for text messages. The ghost unit will match the alarm level of the response - HAZPG2, HAZPG3, or HAZPG4. Subsequent information can be sent using the ghost unit as a separate page to all hazmat team receivers.

5.8.3 Cancellation of Hazmat Response

If a page has been sent for **any** hazmat response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:

1. Hazmat Units to cancel response
2. Street Address
3. Incident number

5.8.4 Hazmat Units and Countywide Team

Snohomish County has three hazardous material units and one decontamination unit. Each fire resource zone has at least one hazardous material unit. The closest Hazardous materials response unit should be the recommended hazmat unit for all HZ 2nd Alarms. All units have agreed to participate in the County Hazardous Materials organization, making one

countywide response team. The following is a list of hazmat resources listed by their zone:

Zone 9 – Decon 12
Zone 11 – Hazmat 71
Zone 12 – Hazmat 1, Hazmat 61

The location of the incident and CAD type of incident should determine which unit(s) would respond. It shall be each fire department/district's responsibility to determine the units that are programmed into the CAD system for each hazmat type code for a response. Normally a HZ 2nd Alarm response will include one hazmat unit and one decon unit for a location. A HZ 3rd Alarm response should include all units within the county as listed above. A HZ 4th Alarm is for all available off duty team members, only at the request of an incident commander.

5.8.5 **Hydrocarbon Responses** - Flammable Liquids and Gases
Responses to hydrocarbons (flammable liquids-gasoline, diesel, oils, fuels etc. and flammable gases-propane, butane, natural gas, etc.) odors, leaks or ruptures will be dispatched as follows:

Odor of flammable gas (natural gas, propane, butane) inside of a structure.

CAD Type Code: **GLI – Gas Leak Inside Structure**

Odor of flammable gas (natural gas, propane, butane) outside of a structure.
CAD Type Code   **GLO – Gas Leak Outside Structure**

Any liquid hydrocarbon spill **5 gallons or less** (gasoline, diesel, oils, etc.), **outside**-standard single alarm response.
CAD Type Code: **FS – Fire Single**

Any liquid hydrocarbon (gasoline, diesel, oils, etc.), spill inside a structure or more than 5 gallons outside a structure.
CAD Type Code: **HZ – Hazmat**

5.8.6 **MULTIPLE PATIENTS**
Hazmat and hydrocarbon incidents may include multiple patients. In this case the incident shall be type coded by the **hazmat or hydrocarbon type as described for initial dispatch**. Once the agencies units responds it is likely that the incident type will be changed and balanced at least once and possibly numerous times to dispatch different alarm levels for multi incident event.

Example:
- Call comes in as hazmat with possibly 6 injured victims.
- Call is dispatched as a HZ 2nd Alarm
- B1 responds with units dispatched and is given short report.
- B1 requests change call type to MCI and dispatch first alarm units
- First unit arrives and establishes command and requests balance to third alarm HZ

- After further size up it is learned that there are 25 possible victims and it is requested to balance call to third alarm MCI.

5.8.7 Department of Emergency Management Notifications

For all Snohomish County 911 fire agencies, notification of calls to any Emergency Management agency will be made at the request of the Incident Commander.

If a **response is requested**, the following information will be relayed to the Emergency Management Agency:
1. Request for response
2. Address of the Incident
3. Type of Incident
4. Incident Commander and phone number for contact.

Notifications will be made during business hours by calling the requested Emergency Management agency. After hours the supervisor will make notification by using the 'on call' list provided by the requested Emergency management agency.

The same procedures as outlined for DEM will be followed for notifications for other city Emergency Management agencies (City of Everett).

5.8.8 Technical Rescue Responses

Technical rescues encompass rescue situations where special response teams may be needed. If the dispatcher receives information that meets the criteria for one of the following special rescues the appropriate initial type code should be assigned. The dispatcher should always provide the responders with any specific information known about the situation or type of entrapment to determine if an upgraded response or additional resources are needed. These types of rescues include:

- Low to high angle rope rescues than involve situations such as a person stuck on a water tower, the exterior of a building, mountainside, falls over steep embankments, etc.
- Confined space rescue where a person(s) is in need of help from within an area that is not normally occupied such as vaults, grain storage facilities, tanks, and other such areas.
- Trench Rescue is where an individual is trapped or injured below ground level where unstable earth is trapping the victim or has the potential for trapping the victim. The most common is a construction site where a trench had been dug and person(s) were injured or trapped by the collapsing unreinforced dirt of the trench.
- Structural collapse involves any building that has collapsed or had any portion of the building that has collapsed.
- Water Rescue which includes river/swiftwater rescues and surface/frozen water rescue responses.

Each jurisdiction shall indicate a first through fourth alarm level of response in which the department may determine its individual level of response. The varying factor may be some agencies will desire a higher level of response on the first alarm and others may desire a limited response on the first alarm. Agencies that do not desire a limited response will begin their response list with alarm level 2, which is normally the closest specialized unit with a

limited number of rescue technicians. The general order of resources shall be:

1. Department Specific Response (if desired)
2. Specialized Resource Response (Rescue Tech Response--includes closest specialized unit resources)
3. County Resource Response (Rescue Team Response-includes response from several participating agencies throughout the county).
4. All Resource Response (Includes all participating agencies and their off duty personnel)

5.8.9 The following are the **initial type codes for technical rescues:**

- **Technical Rescue High/Low Angle**
  CAD Type Code**: RESA**
  Definition: Rescues requiring lifelines and rescue hardware for persons trapped in high angle (40 to 90 degrees) situations, which do not offer safe and reasonable, foothold and low angle (0 to 40 degrees) situations which offer good foothold but require the same rescue equipment.

  Examples: Person trapped on a water tower, patient(s) located down a steep embankment, window washer stuck on the side of a building, car over the embankment or off the roadway, rescue in rough terrain, full of brush and trees, located a great distance off a roadway.

- **Technical Rescue Confined Space**
  CAD Type Code: **RESCS**
  Definition: A rescue involving a person(s) who have entered a space that is large enough to get into but has limited or restricted means of escape.

  (Incidents of this type will often request Hazmat and Air units to facilitate air monitoring and provide breathable air while rescue is being performed.)

  Examples: Storage tanks, silos, ventilation and exhaust ducts, storm drains, pipes, sewers, furnaces, boilers, storage compartments and crawl spaces.

- **Technical Rescue Trench**
  CAD Type Code: **RESTR**
  Definition: A rescue that involves a person(s) who is trapped in a narrow excavation below the ground surface. In general, the depth is greater than the width.
  (Incidents of this type will often request Hazmat and Air units to facilitate air monitoring and provide breathable air while rescue is being performed.)

  Examples: Trenches dug by utility companies for electrical, water, sewer and gas services. Collapses of rock quarry walls and any type of earthen wall that may include avalanche type incidents.

- **Technical Rescue Structure Collapse**
  CAD Type Code: **RESSC**
  Definition: All requests for assistance at a structural collapse with known or unknown person(s) trapped.

  (Incidents of this type will often request Hazmat units to facilitate air monitoring.)

  Examples: A collapse of residential or commercial buildings, fallen construction of a building, bridge collapse and scaffolding failure of a stadium.

5.8.10 Water Rescues

Water Rescue has varying sub categories that include swift water such as a river, flood rescue, and ice rescue. Each type involves its own specialty. For all reports of emergencies involving rescue situations **on or in a large body of water** (lake, pond, river, sound) the dispatcher will use one of the following type codes as the **initial type code**:

- **Water Rescue (River / Swift Water)**
  CAD Type Code: **RESSW**
  Definition: Emergency Incidents involving victims who are unable to get to safety while in a RAPIDLY MOVING body of water, most likely a river. Other examples can be swollen creeks or streams, and flood waters that have rapid movement.
  Example: Persons stranded on a rock in a swift moving river.

- **Water Rescue (Surface)**
  CAD Type Code: **RESWA**
  Definition: Emergency incidents involving victims who are unable to get to safety while in the water or on a frozen body of water. May include boating, rafting, swimming, or skating accidents. This type codes does <u>not include</u> SWIFT water (Rapidly moving water) such as a river. **This type code does not include swimming pools or small backyard ponds.**
  Example: A subject that has disappeared while swimming at a lake.

5.8.11 Rescue Swimmers

Fire agencies employing swimmers that are trained in an approved Rescue Swimmer program may become a member of this response team. When authorized by their agencies they may respond to assist a requesting agency with water rescue attempts.

Agencies desiring use of rescue swimmers available for response may add the rescue swimmer page (RSPG) in their CAD FRL for an automatic page/request for response or the IC may request that the RSPG be added to any incident for a request for response.

The IC of the incident shall determine the amount of rescue swimmers needed. When sufficient swimmers (no less than two) have reached the scene or when the rescue has been accomplished the IC shall send a text or request dispatch send a text message using the RSPG page indicting no further

response of swimmers is needed. Any rescue swimmers responding but have not arrived are to cancel their response.

5.8.12 Cancellation of Rescue Swimmers
If a page has been sent for **any** rescue swimmer response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:
1. Rescue Swimmers to cancel response
2. Street Address
3. Incident number

5.8.13 Technical Rescue Page Outs
Second alarm dispatches and greater shall recommend a ghost unit. This unit will send page to all technical rescue team pagers and programmed phones for text messages. The ghost unit will match the alarm level of the response - TRPG2, TRPG3, or TRPG4. Subsequent information can be sent using the ghost unit as a separate page to all technical rescue team receivers.

5.8.14 Cancellation of Technical Rescue Response
If a page has been sent for **any** technical rescue response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:
1. Technical Rescue Units to cancel response
2. Street Address
3. Incident number

5.8.15 Snohomish County Technical Rescue Team by Resource Zone:
Zone 9 – South Snohomish County Regional Fire Authority, Fire District 7 resources and Mukilteo Fire
Zone 11 – Fire District 7 and Fire District 8
Zone 12 – Everett Fire, Marysville Fire, Arlington Fire and Fire District 17

5.8.16 Notification of the SCSO Technical Water Rescue Team
Notification of the SCSO Technical Water Rescue Team Commander is required for the following situations if located with the unincorporated area of Snohomish County:

Water Rescues – Persons in distress **or persons perceived to be in distress** in ponds, lakes, rivers or in Puget Sound. This includes swift water rescue incidents, persons swept away (falling from a raft or tube and traveling downriver.)
Witnessed drowning reports - Complainant advises they have just observed a person drown in a river, lake, or the sound and the victim has not been recovered.
Witnessed vehicles submerged with persons trapped inside. Or vehicle submerged and unknown if occupied.

5.8.17 Multiple Patients
Rescue type calls may include multiple patients. In this case the incident shall be type coded by the rescue type as described for initial dispatch. Once the agencies units responds it is likely that the incident type will be

changed and balanced at least once and possibly numerous times to dispatch different alarm levels for multi incident event.

Example:

Call comes in as collapsed structure with possibly 10 trapped or injured victims.

Call is dispatched as a TRS for structure collapse

B1 responds with units dispatched and is given short report.

B1 requests change call type to MCI and dispatch first alarm units

First unit arrives and establishes command and requests balance to third alarm TRS

After further size up it is learned that there are 25 possible victims and it is requested to balance call to third alarm MCI.

5.8.18 Search and Rescue

The dispatch supervisor shall also be notified for any situation that may require a response for Snohomish County Search and Rescue in addition to a fire department response. Common incidents that require Search and Rescue notification include water rescue situations, or any rescue in rough terrain with limited access from a roadway. An incident will be created and dispatched for the fire jurisdiction and a notification to Search and Rescue should be made at the same time. Fire agencies will be dispatched whether injuries are known or unknown. For notifications of searches where the location of the individual(s) is not known, the fire agency will contact the SCSO SAR Coordinator before responding to communicate their response plan. For Search and Rescue incidents that occur outside fire jurisdictional boundaries or in 'No-Man's Land' the closest fire agency shall be notified of the incident for their decision to respond.

Search and Rescue incidents initiated by the SNO911 supervisor shall be entered for the fire jurisdiction with the most appropriate type code according to injuries and/or rescue information:

- For Search and Rescues (SAR) with a known location, the shift supervisor will process the call through PRO QA in order to obtain the appropriate EMS type code.
- Search incidents with no injuries or an unknown location shall be entered as a 'NOTICEP' incident for the fire jurisdiction. Depending on the location and the details of the incident the fire agency will decide whether or not to respond.
- After the initial call type has been dispatched, the fire department may request a balance to the BCTRAIL type code. The dispatcher will adjust the call type and then view and accept the recommendations. Not all agencies will utilize this call type and it is the responsibility of each agency to ensure they have a response plan configured before requesting a call be changed to BCTRAIL.
- If the incident is outside of fire jurisdictional boundaries, the fire dispatcher will need to 'force' the incident to the dispatch group of the closest agency and use the 'all department page' for notification.

5.9 CAD Fire File Changes/Cross Staffing Units

5.9.1 Purpose
- To ensure coordination between mutual aid districts in order to prevent changes to fire files that could adversely affect the dispatch of these districts.
- To advise dispatch personnel of any upcoming modifications before they occur.
- To effectively administer security levels within the CAD system.

5.9.2 Policy
Any additions, modifications or deletions in the following files must be in writing and submitted to all affected Fire Departments and Snohomish County 911. This documentation shall include:
1. Name and department of person requesting modifications.
2. The specific modification(s).
3. Reason for the requested modification.
4. List of departments notified.
5. Name and personnel # of person actually performing the changes.

Fire Response Lists	**(FRL)**
Station Orders in Block File	**(BLK)**
Apparatus Names and Types	**(UNIT)**
CAD Type Codes	**(TYP)**
Tone Designators	**(PAGER)**

Modifications will be made by Snohomish County 911 technical personnel unless the criteria listed below are met by the requesting agency and competency is/has been demonstrated by departmental personnel:

1. Fire department employee has:
   A. The desire to learn manipulation of the fire files.
   B. A thorough understanding of the relationships between these files.
   C. Awareness that any change to these files can negatively affect multiple fire districts and potentially the operations of CAD itself.
   The agency is willing to assume responsibility for ongoing modification.

The individual's security level will be increased only for the time necessary to complete the documented modifications unless a standing agreement has been reached between a group of mutual aid districts for time sensitive modifications.

<u>Disputes pertaining to any of these files shall be brought to the Fire Technical Advisory Committee for resolution. Fire TAC shall have the final authority to make needed CAD file changes.</u>

For CAD file assistance contact the Snohomish County 911 Help Desk (425) 407-3939

5.9.3 Cross Staffing of Units
Cross staffing allows pre-built from the same station to be staffed by a single crew who is capable of staffing only one unit at a time. When one unit in a cross-manned status is dispatched, the associated units are automatically placed in unstaffed status. In order for a unit to be cross staffed or to cancel a cross staffed status the unit cannot be currently assigned to an incident and must be available in quarters. Only units in the same station may be cross staffed.

5.9.4 Policy

Departments/districts that choose to use cross staffing will assume the following increased level of responsibility for cross staffing and canceling cross staffing of their units on the basis not to interfere with routine dispatch operations.

1. Cross staffing and status modifications shall be performed by the department/district silently (MDC or station CAD terminal) whenever possible to minimize radio traffic and dispatcher overload. Radio status changes to dispatch shall be limited to instances when apparatus are away from a CAD terminal and a delay in status change may impact effective dispatch or if station terminals or MDCs are down.
2. If the dispatcher is required to cancel the cross staffing by logging a unit off and then back on in order to place the unit on a call, the department/district will be responsible for restoring the unit to cross staffed status after that unit is back in station.
3. Any department that is not currently using the cross staffing enhancement must notify Snohomish County 911 in writing prior to implementation.

5.10 SCERNS

5.10.1 Unit Type Definitions

It is understood that at a minimum all apparatus and personnel using radio communications in Snohomish County shall have the capability of radio communications on the Snohomish County radio channels/frequencies.

1. **Aid Unit / Ambulance** - A basic life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one being an Emergency Medical Technician.

2. **Air Unit** - A vehicle or trailer designed to carry self-contained breathing apparatus bottles and/or air compressor for the use of replacing and/or refilling emergency personnel air supplies at the scene of an emergency. This unit will be staffed by a minimum of one trained person.

3. **Airport Response Unit** – A response unit used primarily at airport facilities for quick response to aircraft and/or fuel spills having the capability of providing the application of foam or other extinguishing agents. The amounts of and types of extinguishing agents shall vary depending on the agency and facility needs.

4. **Assistant Chief** - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.

5. **Battalion Chief** - An Officer in command of multiple companies, ranking above a captain and below an assistant or deputy chief. The officer possesses a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.

6. **Bike** - A non-motorized unit used as designated by a jurisdiction for special events in areas of limited access to provide emergency services.

7. **Boat / Water Craft** - A unit staffed by a minimum of two personnel trained in water rescue. Equipment should include but is not limited to water safety suit, vests, water rescue equipment. This unit may have the capability to fighting fires. To include a marine radio with channel 16 capabilities if the potential of operating on navigable waters exists.

8. **Brush Unit / Mini Pumper** - A vehicle staffed with a minimum of two personnel trained in suppression of Wildland and Structure fires. The apparatus shall include but not be limited to being four wheel drive, water tank, pump, hose, and hand tools for fighting brush and small fires.

9. **Brush Unit / Type 3**– A vehicle staffed with a minimum of two personnel trained in suppression of Wildland fires meeting the requirements outlined as a Type 3 unit.

10. **Captain** - An officer usually in command of a company and /or station, ranking above a lieutenant jurisdiction, and below a Battalion Chief.

11. **Car Unit** - A passenger vehicle that is utilized for administrative business or other department detail.

12. **Chaplain –** A person designated by an agency to serve in the capacity of a crisis manager during emergency incidents.

13. **Command Unit** - A vehicle staffed by an officer that is trained in the Incident Management System, Incident Safety Officer and Hazardous Materials Incident Command. The vehicle needs to carry the equipment necessary to initiate the Incident Management System including; reference materials, portable radio pool and the ability to have radio communications on all Snohomish County radio channels/frequencies.

14. **Command Van** – A vehicle staffed by at least one operator that is familiar with all the operational components of the vehicle. This unit is a mobile command post that has facilities for the coordination of major incidents that include appropriate communication equipment, sufficient space for command staff and facilities to carry out this function for an extended period of time.

15. **Communications Unit** - A vehicle that at a minimum is capable of radio communications on all Snohomish County 911 dispatch frequencies. Is equipped with an amateur (HAM) radio (2 meter, 440 MHz capable) and a cellular phone. Staffed by a minimum of one person trained in the use of the equipment and fire ground radio procedures.

16. **Community Resource Provider (CRP)** – An individual unit assigned to provide non-emergency care and community contact to citizens that may need medical assistance.

17. **Deputy / Division Chief** (Deputy Chief or DC) {DC} [Z] - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.

18. **Deputy Fire Marshal** - An official who is subordinate to the Fire Marshal and may be delegated the duties for fire prevention, inspection, education and investigation.

19. **Duty Chief** - A chief officer designated by a department that is assigned as on call or available for call within a defined geographical area. This designation is used in agencies that designate chief officers they wish dispatched to certain types or levels of alarms. The duty chief designation may also be used in agencies that do wish to have neighboring agency command units dispatched before their designated duty chief dispatched.

20. **Emergency Management Officer** – Used as a personnel identifier for a supervisor assigned by the agency having jurisdiction that has primary responsibility for Emergency Management Operations. Emergency Management is related to the planning, preparation and operations used at large scale and/or extended events that may include multiple disciplines of public and private agencies.

20. **Engine** - A fire attack vehicle that at a minimum meets NFPA 1901 Chapter 3 Class "A" pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment.

21. **Engine** - Meets same description as an Engine, additionally equipped with automobile extrication equipment.

22. **Engine** - Meets same description as an Engine, additionally staffed with at least one paramedic and required ALS equipment needed to respond to any ALS call.

23. **Fire Chief** - The head of an organized paid, combination or volunteer fire department; the person highest in authority.

24. **Fire Investigator** - An official trained and declared competent by their department in the investigation of fire cause and origin.

25. **Fire Marshal (FM)** - An official heading a bureau for the prevention and/or investigation of fires.

26. **Foam Unit** - A vehicle or trailer with a minimum of one person trained in the use and application of firefighting foam and equipment. A vehicle shall carry a minimum of 1500 gallons of water, 150 gallons of foam concentrate and 500 lb. of dry chemical. A trailer shall carry a minimum of 400 gallons of foam concentrate and is not required to have radio communication capabilities.

27. **Hazardous Materials Officer** - An officer or designee declared by their employer as competent in Hazardous Materials Incident Command.

28. **Hazardous Materials Unit (HZ)** - A specialized emergency response unit staffed with a minimum of two personnel trained and declared competent by their department as Hazardous Materials Technicians. Equipment should include but not be limited to monitoring, detection, chemical testing and personal protective equipment.

29. **Hazardous Materials Decontamination Unit** – A specialized unit that is equipped and staffed by personnel used for the purposes of decontaminating personnel and civilians in the event of a hazardous substance release.

30. **Hovercraft (HC)** – Primarily a watercraft that has the ability to hover and travel over land and water. Unit shall be operated by a qualified driver and have the capability to carry a rescue victim in addition to the personnel assigned.

31. **Inspector (IN)** - An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education. Qualified individuals should at a minimum possess certification by the International Fire Code Institute (IFCI) in fire inspection.

32. **Ladder** - (hydraulic straight ladder, platform, articulating boom, ladder platform) A fire attack vehicle equipped with an aerial device of 65 feet or taller. Meeting specifications as outlined in NFPA 1901 Chapter 6. Staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. This vehicle does not have pumping capability.

33. **Ladder** - Meets a requirement Ladder as outlined but in addition has booster tank and pump making it capable of serving as an Engine. Often referred to as a Quint.

34. **Lieutenant** - An officer usually in command of a company, ranking above a firefighter and below a captain.

35. **Mass Casualty Unit (MCI)** - A unit or trailer equipped to deal with multiple injury incidents. The unit shall be capable of providing basic life support equipment to no less than fifteen victims.

36. **Medical Program Director** – The Snohomish County Medical Program Director (physician) for EMS.

37. **Medical Services Administrator (MSA)** – An officer or designee who has the responsibility of administration of an agencies medical services within their department that are in accordance with state, county and local EMS protocols and policies.

38. **Medical Services Officer (MSO)** - An officer or designee who is has the responsibility of support of emergency medical services within their department that are in accordance with state, county and local EMS protocols and policies.

39. **Medic Unit** - An advance life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one is a Paramedic and one being at a minimum an Emergency Medical Technician.

39. **Medic Unit** – The same as Medic unit except this medic unit type has a minimum crew of three of which all are trained as firefighter personnel. One crewmember is designated as a supervisor capable of performing the duties of a company officer.

40. **Paramedic** – An emergency response unit that is staffed with at least one paramedic and needed ALS equipment. This designators purpose is to be used

where the closest paramedic is needed regardless of the apparatus they are currently assigned.

41. **Public Information Officer** - A person, who is a liaison between the fire department and all media representatives, assisting them with their news gathering efforts while ensuring non-interference with emergency operations.

42. **Rescue Unit / Medium** - A vehicle staffed with a minimum of two personnel trained in extrication and stabilization techniques. The apparatus shall include but not be limited to equipment and tools for spreading and cutting, air bags, cribbing and blocking materials, 40 pounds of ABC dry chemical extinguishing agent, 200 feet of utility rope, and 200 feet of lifeline.

43. **Rescue Unit / Heavy** – A vehicle that meets requirements of Medium Rescue and has equipment and personnel trained in building collapse and /or structure collapse.

44. **Safety Officer** - An officer or designee who is trained and certified by their department as competent in "On Scene Safety Officer" practices as specified by the Washington State Department of Labor and Industries and NFPA 1521.

45. **Services, Mechanic, Salvage** - A vehicle used for various non-emergency duties related to the fire department.

46. **Special Event Units –** This unit utilizes other terms contained here within that best describes the capability of such a unit after the SE designation in CAD. The special event is included in the unit radio call sign followed by the best description and a number as assigned to the agency having jurisdiction. This unit is normally established from a specific event and not recommended for dispatches outside of that event. (Example; "Special Event A9", Special event M32)

47. **Special Operations Officer –** Used as a personnel identifier for a supervisor assigned by the agency having the jurisdiction that has responsibility in the Fire Department special operations. Special operations usually are related to Hazardous materials and Technical Rescue response capabilities.

48. **Sprint** – **S**ingle **P**aramedic **R**esponse unit with **N**o **T**ransport capability. Primarily used where personnel respond in a non-transport vehicle to provide ALS care meeting the description of Paramedic described herein.

49. **Squad Unit** - A vehicle that carries fire personnel, SCBA's and may carry a variety of support tools such as generators, lights, saws, and small hand tools. At a minimum has the capability of radio communications on the Snohomish County fire channels/frequencies.

50. **Support Services Unit** - A vehicle staffed with a minimum of two personnel trained in the operation of the unit. The unit shall at a minimum provide limited temporary shelter or field office for victims/family members or emergency service personnel needing an area out of public view. The unit may also provide a limited canteen, skilled support counselor/friend, cellular and amateur radio communications, television monitor, and portable generator.

51. **Technical Rescue Unit** - A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of Confined Space, Trench, High and Low Angle, Surface Water and Ice rescue. Staffed with a minimum of two personnel trained and approved by their department as Rescue Technicians. This vehicle and staff shall be part of a rescue response team made up of multiple members trained to the same level or higher of Rescue Technician. This team will be able to assemble its members in a timely manner to mitigate incidents as required.

52. **Tender Engine** – A combination apparatus that meets the definitions of a tender as described above with pumping capability and also meets the definition of an engine company as described herein.

53. **Training Officer** - An officer charged with the education and training duties of an organized paid, combination or volunteer fire department.

54. **Utility Unit** - A vehicle used to haul various equipment and personnel and or other duties (except as defined in this document) as dictated necessary by a department. At a minimum has the capability of radio communications on the Snohomish County fire frequencies.

55. **Water Tender** - A ground vehicle that transports 2000 gallons or more of water and is preferred to have a folding tank, pump and hard suction. Is staffed with a minimum of two personnel trained in the use of the apparatus and its equipment. Although the apparatus does have pumping capability it does not meet all the requirements of an engine as described herein.

56. **Water Tender** – A ground vehicle that transports 2000 gallons or more of water. This unit type does not have a pump and is only capable of offloading via gravity or through suction from an apparatus with a pump. Is staffed with a minimum of one person trained in the use of the apparatus and its equipment.

5.10.2   S.C.E.R.N.S. UNIT DESIGNATORS

A	AID UNIT
AC	ASST CHIEF
AIR	AIR UNIT
ARU	AIRPORT RESPONSE UNIT
B	BATTALION UNIT
BC	BATTALION CHIEF
BK	BIKE
BR	BRUSH
BT	BOAT (OR OTHER WATERCRAFT)
CH	FIRE CHIEF
CL	CHAPLAIN
CP	CAPTAIN
CR	CAR
CRP	COMMUNITY RESOURCE PROVIDER
CU	COMMUNICATIONS UNIT
CV	COMMAND VAN
DC	DEPUTY OR DIVISION CHIEF
DCON	HAZMAT DECONTAMINATION UNIT
EM	EMER MANAGEMENT OFFICER
E	ENGINE
ES	EMER SERVICE UNIT
F	FOAM
FM	FIRE MARSHAL
HC	HOVERCRAFT
HZ	HAZMAT UNIT
HM	HAZMAT OFFICER
I	INVESTIGATOR
IN	INSPECTOR
L	LADDER
LT	LIEUTENANT
M	MEDIC
MD	MEDICAL PROGRAM DIRECTOR
MCI	MCI UNIT
MSA	MEDICAL SERVICE ADMINISTRATOR
MSO	MEDICAL SERVICE OFFICER
PIO	PUBLIC INFO OFFICER
PR	PORTABLE
R	RESCUE
S	SQUAD
SE	SPECIAL EVENT
SF	SAFETY
SO	SPECIAL OPERATIONS OFFICER
SP	SPRINT
SU	SUPPORT
SV	SERVICES
T	TENDER
TE	TENDER-ENGINE
TN	TRAINING
TR	TECHNICAL RESCUE
U	UTILITY

5.11 PUD Notifications

5.11.1 Purpose
To provide a single consistent guideline for notifications and requests for assistance from the Public Utility District of Snohomish County.

5.11.2 Policy
PUD shall be notified of all reports of incidents involving contact with power lines, reports of potential emergency situations involving power lines or known damage to PUD property.

5.11.3 Definitions

"Immediate Life Safety" request – An incident that is an immediate threat to the life of a citizen or firefighter, i.e. where someone is trapped in a vehicle with live wires down on the vehicle and the vehicle is smoking or on fire. The Incident Commander will determine when there is an Immediate Life Safety issue and request that PUD 'de-energize' the circuit.

"High Priority" request – An incident that even with fire and/or police standing by the probability of injury or property damage is significant, i.e. wires down with high potential for citizen injury (children's route to school), busy intersection, wires across vehicle, energized fence, electrocution, car/pole accidents, etc. Any citizen report that meets this definition without fire and/or police standing by shall be treated as a High Priority by the dispatch center until fire and/or police advise otherwise.

"Priority" request - A higher priority than Advisory. Where fire or police personnel feel they are required to stand by to avoid injuries to civilians or significant damage to property, i.e. Wires down possibly energized, wires involved with fire.

"Advisory" request – Notifications where no fire or police are standing by and the probability of damage or injury is very low or nonexistent, i.e. wires in the trees without fire, non-hazardous low hanging wires, minor damage to poles or other PUD property, power outages, etc. **All situations that have not been assessed by fire or law enforcement personnel shall be treated as either Priority or High Priority by the dispatch center.**

5.11.4 Procedures
All requests made to PUD will require an assigned priority level for response. Units in the field requesting a PUD response shall provide dispatch with a priority and a brief description of the problem. Also every attempt should be made to provide PUD with the closest physical address and/or pole number if available for their response.

Notifications of Advisory and Priority requests require either a phone call or may be routed to a printer at the Energy Control Center. (Under high volume situations requests may be routed from CAD to a dedicated printer located at PUD). If the time from the notification exceeds two hours, units may request the status of the PUD. In this case a phone call will be placed to the PUD to confirm that the request has been received.

All High priority calls require a phone call by using the dedicated phone line to the Energy Control Center by the Dispatch Center Supervisor. The PUD dispatcher will be given the reason for the high priority. The PUD dispatcher will call back when a PUD unit has been dispatched and will advise the location the crew will be responding from. ETAs will not be given. If the PUD does not answer in a reasonable amount of time, the PUD supervisor will be paged by the dispatch center for an immediate response.

The Incident Commander will notify SNO911 there is an 'Immediate Life Safety' issue and request that PUD "de-energize the circuit". It is the responsibility of the IC to give SNO911 a direct contact number for PUD to call the IC by phone for details of the request. The SNO911 Supervisor shall notify the PUD Energy Control via the non-published number and provide them with the phone number given by the IC. PUD will not guarantee that the line will be fully power-free until a service unit disengages the breaker on the feeder line. **(Even with the line "de-energized" there is still a risk of electrocution)**

In an effort to reduce the duplication of emergency dispatch, out-of-service time of emergency apparatus, and duplicate notifications for assistance made to the PUD; the following triage, notification, and site security guidelines are suggested:

Responding fire apparatus personnel should approach and position apparatus cautiously and at a safe distance away from any downed line whether or not the line is believed to be energized.

An assessment should be made by fire personnel to determine what type of utility line is down (power, cable, telephone). Further assessment should include a determination of what level of notification should be made to the PUD according to the criteria established in the definitions of this document.

During times of stressed operations and where the availability of emergency resources is critical to public safety, emergency personnel and apparatus may not be able to remain on scene until the arrival of PUD service personnel. In such cases, and in an effort to provide a level of safety to civilians and PUD service personnel, barrier tape should be used to mark the hazard area or entrance to the hazard area – remembering to provide a safe distance. Wherever safely possible, both sides of the hazard area should be marked to provide adequate warning from both directions. It is suggested to use 3" wide red plastic barrier tape bearing the word "Danger".

The purpose of the barrier tape is primarily to provide an indication of the potential hazard, but also serves to notify (in cases of duplicate reporting) other response apparatus that the incident has already been reported to the PUD.

The barrier tape should only be removed by PUD service personnel once the hazard has been mitigated.

5.11.5 Training
The PUD Energy Control Center, SNO911, fire departments, and law enforcement agencies shall train their personnel on their responsibilities of the above procedures.

5.12 Definitions

The following is standard radio terminology:

800 MHz Radio System: A trunked radio system operating in the 800 MHz radio spectrum designed to replace the existing VHF radio systems for most public safety radio users in Snohomish County. The system is designed to add capacity, provide enhanced features and improve radio interoperability between agencies and within and adjacent to Snohomish County.

Abandon: To immediately exit the building or area due to safety concerns for emergency personnel, without regard to equipment or hose lines left in place.

Accountability: A system that standardized accountability for personnel and companies at all emergency incidents in Snohomish County.

Advance a Line: Order to move line toward a given area from a point where the hose-carrying apparatus has stopped.

Advised Incident: Calls that are entered into the CAD system creating an incident number, but not requiring a dispatch. Examples of advised incidents may include: Hydrants out of service, road closures, alarm systems being put in and out of service and other advisements.

Air Mask: A self-contained mask providing an air supply. Usually the fire service uses a mask having a tank of compressed breathing air.

Alpha-numeric Paging: A digital paging system owned by SERS that operates on 152 MHz. The system is activated manually or by CAD to provide paging to police, fire and EMS users.

Affirmative: Yes

Alarm: 1. The predetermined initial response assignment for a given type of incident.

- Second Alarm: Alarm level two predetermined response assignment.

- Third Alarm: Alarm level three predetermined response assignment.

2. Any audible or visible signal or intelligence indicating existence of a supposed fire or emergency requiring response and emergency action on the part of the firefighting service.

Alert 1: Minor in-flight aircraft emergency (rough running engine, low oil pressure, etc.)

Alert 2: Major in-flight aircraft emergency (cabin fire, smoke in aircraft, hydraulic loss, low/no fuel)

Alert 3: Aircraft Crash (Indicate a crash only, does not indicate severity of situation)

Apparatus: A motor driven fire truck, or a collective group of such trucks, which may be of different types such as a pumper, ladder truck. Usually does not include auxiliary vehicles not equipped with firefighting appliances.

Apparatus Designator: The number assigned to a piece of Fire/EMS apparatus in Snohomish County that corresponds with the actual facility it is housed in or assigned.

Apparatus Placard: Designed to be displayed on all four sides of the apparatus. The apparatus type, zone of origin, and station from within that zone are displayed on the placard. As per the Snohomish County Fire Chiefs Association.

Available: Ready for an assignment at an incident.

Assigned: Performing an active assignment at an incident.

Arson: The crime of intentionally setting fire to a building or other property to defraud or for other malicious purposes.

Assembly Areas: The pre-arranged meeting locations in each Resource Zone where all designated Strike Team or Task Force apparatus and personnel assembly before responding as a group to a given incident.

Attack: The actual physical firefighting operation using available personnel and equipment. The implementation of tactical plans on the fire ground in an aggressive manner.

Attack Line: Line of hose usually from a pump used to directly fight or attack the fire as contrasted with supply or feeder lines connecting the water supply with the pumping apparatus.

Automatic Aid: Predetermined response

Automatic Sprinkler: Equipment for fire control and extinguishment whereby water is piped to specially designed sprinkler "heads" distributed throughout a property and operated automatically in the event of a fire.

Available: Unit/s ready for an assignment at an incident. All resources in a staging area should be available. Used for incident command situations only.

Available In Quarters (AIQ): Used by units involved in cross staffing, CAD command.

Available On Radio (AOR): Used by units involved in cross staffing, CAD command

Back Draft: An explosion or rapid burning of heated gases resulting from the introduction of oxygen when air is admitted to a building heavily charged by smoke from a fire which has depleted the oxygen content of a building. A "back draft" may occur when such a building is opened by the fire department without effecting proper ventilation procedures, or when the fire itself affects an opening.

Back Fire: A fire purposely set to burn out an intervening area to combat a fire.

'Back up' Line: An additional hose line laid other than the attack line, to protect personnel or in event the initial attack with small line proves inadequate. Often used as additional backing for firefighters using fog lines for close attack on flammable liquids fire.

Balance: Term used to upgrade unit/s required to meet incident response needs/ requirements i.e. BLSR balance to a Medic or Fire Single balance to a Fire Residential.

Battalion: Command duty officer for specified department, EXAMPLE: Battalion 1; Battalion 7.

Bleed: To drain water from hose or piping to remove pressure preparatory to breaking connections.

Blind Alley: A fire operations combat supply-line evolution whereby the first-in attack engine drops their forward supply line package at the beginning of a driveway, lane or alley and proceeds forward to the fire, laying a supply line in to its attack position. The supply line will then be provided a water supply by other incoming apparatus.

Booster: Small line equipment consisting of water tank and pump using ¾ inch or 1 inch rubber covered hose.

Break: End of transmission, beginning of another.

Brush Fire: A fire in wild vegetable growths, which is denser and higher than grass but not as large as trees.

Building of Origin: The building in which an extensive or spreading fire is understood to have started.

CAD: Computer Aided Dispatch -the computer system that provides efficient and effective public safety dispatch services.

Cancel (Response): Discontinue response to the scene or incident assigned.

C.A.N Report: This report indicates the current (C) conditions, (A) actions being taken and specific (N) needs.

Captain: An officer usually in command of a company and/or station, ranking above a lieutenant and below a Battalion Chief.

Charged Line: A line of hose filled with water ready for use and under pressure.

CHEMTREC: Chemical Transportation Emergency Center. Provides information and assistance to those involved in responding to chemical incidents. Operates in two stages: First, it provides immediate advice on the nature of a specific chemical; its hazards, and specific response recommendations. Second, it will promptly contact the shipper of the material for more detailed information and appropriate follow up, including on site assistance, where feasible.

Chief Officer: An officer in the fire department with the rank of Battalion Chief or higher.

Code Blue: Used by firefighters to request the highest level of response by law enforcement to life threatening situations. The firefighter will not be in a position to provide further details and the dispatcher should not request more information. **Code Blue** receives the same response as law enforcements

Code Response: Emergency response in accordance with responding agency's policy. (Normally with warning lights and sirens activated)

Code Stroke: Advisement to prompt responders for rapid transport when onset of patient's stroke symptoms have been less than 6 hours.

Combustible: A material or structure that ignites and burns at temperatures ordinarily encountered at fires: a material that, when heated, gives off vapors that in the presence of oxygen (air) may be oxidized and consumed by fire.

Committed: The status of a piece of equipment at an emergency indicating the equipment is not able to secure from the scene to respond to any other location.

Confined Space: Space with limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or an oxygen deficient atmosphere.

Confirm: Check to make sure and advise.

Canceled: Discontinue use of red lights and siren; resume speed limit; return to quarters or pervious detail. Status: "In Service".

Concealed Space: Areas between walls and partitions, between ceilings and floors, and in roof areas, through which fire may spread undetected.

Conflagration: Fire that extends over a large area, crossing natural or artificially created barriers in the process, and that destroys many buildings.

Contamination: Contamination of clothing may occur during firefighting or emergency response operations. Many chemicals are capable of being absorbed through the skin, causing burns, poisoning, or death. For this reason, any protective clothing that has been even slightly contaminated must be removed promptly and carefully and must be thoroughly decontaminated. Be sure to advise all people at the scene of any hazardous chemical leak or spill to remain at the scene for evaluation by emergency personnel.

Crew Member: A position on an apparatus commonly identified by position names such as hydrantman, nozzleman, pipeman etc. For the purposes of radio communications these positions shall be assigned a number preceded by the letter M and used phonetically as "Mike" This identification shall be preceded by the apparatus identifier.

Cross Staffing: A method of managing two units in CAD that are from the same station staffed by a single crew that is only capable of staffing one piece of apparatus at a time. When one unit in a crossed-staffed status is dispatched, the second unit is automatically placed out of service and will not be recommended for dispatch unit the first unit is in service and back in quarters.

Damage: The total loss caused by fire including indirect losses such as business interruption, loss of future production, and loss of wildlife or watershed values in forest or brush fires.

Defensive Strategy: Holding action to keep fire within reasonable bounds. Exterior operations.

Disregard: The last transmission did not or does not apply to you. Disregard does not mean code green or cancel the response.

Drafting: The operation of providing a pump with water from a lower source, such as a lake, utilizing suction.

Drill: Practice of firefighting such as layering hose, raising ladders and operating pumps in order to develop teamwork and proficiency.

Driver: The driver shall be the individual assigned to drive and operate the apparatus. This is often referred to as the engineer, pump operator, ladder operator, or apparatus operator. The word Driver shall be the descriptor and verbiage used for radio communication to identify this position.

Dry Standpipe: A permanent pipe installed in a building with inlets on the street level and outlets on each floor and roof. It is not connected to a source of water. It is for the exclusive use of the fire department.

Dry System: A dry pipe automatic sprinkler system having air under pressure in sprinkler piping installed in areas that might be subject to freezing. The operation of one or more sprinkler heads releases the air pressure actuating the control valve allowing water to flow through the piping and out opened sprinkler heads.

DUI: Driving under the influence

Dumpster: A large commercial trash container.

EMER: Short for emergency signaling. One of the features provided by the SERS 800 MHz trunked radio system. It's an emergency signal allowing radio users in distress to silently signal a need for assistance to the dispatcher.

Emergency Traffic: Used to inform units there is an on-going emergency and not to interrupt unless with another emergency (refer to 5.3).

Encrypted: Encrypted radios provide secure digital or "scrambled" communications between field units and the communications centers. The technology incorporated in the SERS system design cannot be monitored without a similarly equipped and properly coded radio. "Police scanners" will only hear unintelligible noise when listening to an encrypted radio communication.

Engine Company: Fire department pumper. The engine under the hood of the fire department apparatus is usually termed the "motor". A fire attack vehicle that at a minimum meets NFPA 1901 Class A pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. Carries a certain amount of water in the tank, a compliment of various sizes of fire-hose and short ladders.

EPA: Environmental Protection Agency

ETA: Estimated time of arrival.

Evacuate: To remove the occupants or residents of a building, mall, or geographical area.

Event Types: Type of incident pre-determined for police, fire and/or EMS response.

Except: Units named are exceptions from the indicated status or location change. I.e. All units "except" E16 code green.

Exposure: Anything that may be endangered by fire in another building or from an outside source. In general, property at a distance exceeding 40 feet is not considered an exposure. Flying brands might cause an exposure hazard for a considerable distance and the limits noted above may be valueless in a conflagration. The protection of exposures is the second duty after saving a life.

Extension of Fire: Spread of fire, usually during the course of firefighting operations, to areas not previously involved, as extension of fire through open partitions into the attic, or extension through unprotected openings into another room or building.

Extinguish: To quench; to put out flames; essentially, to completely control the fire so that no abnormal heat or smoke remains**.**

False Alarm: An alarm for which no fire existed or for which the fire department was unnecessary. Also due to accidental operation of alarm devices.

False Ceiling: A suspended ceiling below the original or true ceiling. Forms a concealed space in which, if not suitably fire stopped, a fire can spread unnoticed.

FCC: Federal Communications Commission

Fill-In: The assignment of apparatus to standby in an area that is without sufficient fire suppression coverage due to an emergency in the area to which the normally assigned apparatus has been committed or due to the normal assigned apparatus being out of service because of mechanical or manpower problems.

Fire: Rapid oxidation of combustible materials that usually results in the emission of light, heat and smoke.

Fire Behavior: The manner in which fuel ignites, flame develops and fire spreads. Sometimes used to distinguish characteristics of one particular fire from typical fire characteristics.

Fire Confinement: That stage in firefighting when there is no more possibility of fire extension.

Fire Drill: In common usage, practice in evacuating buildings, or in other operations that might be necessary in case of fire.

Fire/EMS Resource Zone: A group of fire districts/departments that comprise a specific geographic area in Snohomish County.

Fire Fighting Tactics: Method of employing fire companies in an efficient, coordinated manner in the field so as to get satisfactory results.

Fire Hazard: Any condition or thing that might cause or contribute to the danger of fire.

Fire Investigator: An official trained and declared competent by their department in the investigation of fire cause and origin.

Fire Marshal: An official heading a bureau for the prevention and/or investigation of fires.

FPB: Fire Prevention Bureau

Fire Prevention: Any operation that tends to prevent fire from starting or spreading.

Fire Protection: A term that includes fire prevention, fire control, fire extinguishment, fire detection and fire investigation.

Fire Resistance: A measure of the ability of a material to keep from burning.

Fire Service: The organization that supplies fire prevention and firefighting services to the community; it's member, individually and collectively. Sometimes used in a broad sense to include all persons involved in fire protection.

Fire Traffic: Used to advise calling unit of ongoing emergency radio traffic. (When non-essential communications are impeding the transmission of essential traffic).

Fire Under Control: Describes the point at a fire incident when the fire's progress has been stopped or confined.

First In: The apparatus assigned basic responsibility for a geographical area that should be the first arriving unit to an incident scene.

Flash Fire: A type of fire, which spreads with almost explosive rapidity. Many so-called "explosions" are actually flash fires resulting from ignition of highly flammable substances such as flammable liquids and gases.

Frequency: An electro-magnetic medium specifically assigned by the FCC designated by a number indicating its position in a range of bands. I.E. 154.435 MHz is assigned as North County FIRE Radio.

Full Protective Clothing: Means protection to prevent vapors, liquids, and solids from coming in contact with the skin or lungs. It includes helmet, self-contained breathing apparatus, coats, pants, rubber boots, hood and gloves customarily worn by firefighters. (F.P.E.-Full Protective Equipment)

Fully Involved: Completely engulfed in flames.

General Tone: (GA) Tone generated to alert an entire department.

Gore Point: The marked triangle area where two roads converge. Most commonly used for freeway entrance and exit ramps.

GPM: Gallons Per Minute

Group (Supervisor): Task/functional and short term. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.)

Hazardous Material: A substance or material in a quantity or form, which may pose an unreasonable risk to health, environment, or property. (HAZMAT)

Heat Conductor: Material capable of transmitting heat rapidly.

Helmet Shield: An elasticized shield backed with Velcro that attaches to the front of a member's helmet. The Helmet Shield has letters and/or number identifying a Zone, Fire Department Name, unit or administrative assignment**.**

Hooking Up: Connecting a pumper to a hydrant and connecting hose lines.

In Service: Unit/s in service is ready to respond to another incident.

Incendiary: A fire believed to have been deliberately set. The person who perpetrates such a crime.

Initial Short Report: The first arriving unit shall give an Initial Short Report upon arrival at the scene and the Dispatcher shall repeat the Short Report back over the air.

Inspector: An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education.

Involved: The building, area, room or structure actually enveloped in the flame and smoke of a fire.

Isolate Hazard/Deny Entry: To keep everyone not directly involved with the emergency or response or rescue operation away from the hazardous area. Do not let unprotected people back into the area. Conduct any rescue operations as quickly as possible, entering the scene from the upwind direction. This "isolate" step is the first to be taken even if "evacuation" is to follow.

Jurisdictional Agency: The agency having legal jurisdiction and responsibility for a specific geographical area.

Knock Down: To reduce flame and heat, usually by the use of hose lines, in order to prevent further extension of fire. To bring the fire to the overhauling stage.

Lay a Line: Order given by commander to stretch hose from a water source to the fire scene.

Lane Number: Traffic lanes shall be identified from the outside in. The lane closest to the outside shoulder shall be referred to as "Lane 1" and the next lane as "Lane 2". The final lane will be the lane closest to the inside shoulder.

Level One Operations: Normal dispatch/communication operations.

Level Two Operations: Overload or stressed dispatch/communication operations. The volume of activity in the dispatch center or within an agency overwhelms available resources.

Level Three Operations: Partial failure of radio or telephone systems.

Level Four Operations: Complete failure of radio and telephone systems.

Lieutenant: An officer usually in command of a company ranking above a firefighter and below a captain.

Life Safety: The first responsibility of the firefighting services is the safety of lives.

Lockout: Using a lock to secure in the "off" position any switches, valves, dampers power sources, etc.

LPG: Liquid Petroleum Gas

Mayday: To declare an emergency situation such as a person trapped, lost, or out of air, hurt or missing. When hearing "MAYDAY" all units maintain radio silence and listen for details. "MAYDAY" is to be repeated three (3) times over the radio by the individual calling, followed by a description of the situation, location and needs.

MCI: Multiple Casualty Incident. Five or more patients involved in one incident.

MDC: Mobile Data Computer-a mobile computer terminal, which uses a 900 MHz radio to interface with CAD allowing electronic messages (1) unit to dispatcher (2) unit to unit (3) unit to databases.

Medic Response: Emergency medical response requiring ALS personnel, 'Code'.

Medical Examiner: May also be referred to as "M.E.".

Medical Service Call: Non-code medical service call, i.e. "invalid assist" now BLSN.

Mike: For the purposes of radio communications crew positions on the apparatus that are commonly identified by position names such as hydrantman, nozzleman, pipeman etc. shall be assigned a number preceded by the letter word "Mike" This identification shall be preceded by the apparatus identifier. Example: Engine Five Mike One".

Mop Up: A late stage of fire fighting in which remaining hot spots are quenched and a search is made for concealed fires, used in connection with brush fires. (See Overhaul)

Move Up: An engine from one station moves into another station to cover the area during an incident. Dispatch tones the unit and directs which station to relocate the crew and apparatus non-code.

Move Back: The unit returns to their own station. This is also initiated from the command unit.

Multiple Alarms: Two or more alarms that need handling by the dispatcher at the same time. The alarms need not have been received at the same time.

Mutual Aid: Units from outside jurisdictions (outside your area) are requested to assist with a call.

MVA: Motor Vehicle Accident

Name Tag: A Velcro backed plastic tag with a member's rank (when appropriate), name and personnel number, used for accountability at incidents.

NAWAS: National Warning System

NFPA: National Fire Protection Association

Negative: No

Non-Code: Non-emergency response in accordance with responding agency's policy. (Normally without warning lights and sirens activated)

Nothing Found: A search of a given area has produced no victim or unusual situation. Used by fire personnel to advise I.C.

Nurseline: A telephone line staffed by a consulting nurse. Calls may be transferred from dispatch to a Nurseline if all criteria for an EMS response have been ruled out.

Offensive Strategy: Direct attack is made to the seat of the fire. Interior operations.

Officer: The individual assigned as the officer in charge of the particular piece of apparatus and its personnel assigned to the apparatus. Often referred to as the company officer or engine boss. The radio identification of this individual is accomplished by using the radio designation of the apparatus. No other identifier shall be needed.

Off the Air: Out of Radio Contact

On Scene: Arrived at the scene.

On the Air: Out of the station still monitoring the radio. (AOR)

Open Up: To ventilate a building filled with smoke and heat so that hose streams may be advanced to extinguish the fire and to avoid concentrations of unburned heated smoke and gases that might result in a hot air explosion. Also, used in reference to forcible entry of a closed burning building.

Out of Service: Not able to respond to alarm or perform any active assignment.

Out on Arrival: A fire found to have been extinguished prior to arrival of fire department equipment. Such incidents should be a matter of record and investigated to make certain that no hidden fire has escaped the attention of the persons who extinguished the flames.

Overcome: A person incapacitated by heat, smoke or gases so as to be rendered helpless and possibly unconscious.

Overhauling: A late stage of fire extinguishment process during which the area involved in the fire and the contents involved are carefully scrutinized for any remaining trace of fire or embers. Process during which effort is made to protect property against further damage due to the elements, etc.

PAR: (P) Personnel (A) Accounting (R) Report - The term "PAR" will often be used in a roll call to indicate all personnel are present and accounted for.

Passports: Plastic cards identifying a company or team used for tracking purposes.

Personal Protective Equipment (PPE): Includes helmet, self-contained breathing apparatus, coats, pants, rubber, boots and gloves customarily worn by firefighters (bunker gear).

PFC: Police and Fire Combined incident response. Used to identify unsecured scene situations (see Unsecured Scene).

Police Requested For (type of incident): Used to request emergency or non-emergency police response. I.E. "Police requested for traffic control".

Portable: Portable radio.

POV: Privately Owned Vehicle

Pre-Connected: Suction or discharge hose carried connected to the pump, saves time at the fire (pre-connect).

Primary Search: A rapid search of all involved and exposed areas affected by a fire that can be safely entered. Its purpose is to verify the removal and/or safety of all occupants.

PSAP: Public Safety Answering Point

Quarters: The fire station to which a fire company or individual is assigned.

Radio Cache: A cache may consist of a number of portable radios, a base station, and in some cases, a repeater stored in a predetermined location for dispatch to incidents.

Radio Designator/Signature: Radio name or number, identifying person/agency.

Rapid Intervention Crew: (RIC) is initiated when the incident commander determines it necessary to engage personnel in hazardous circumstances. A crew consisting of at least two members and shall be available for rescue of a member or a crew if the need arises. (Some agencies may use the term RIT-Rapid Intervention Team)

Received: Informational message understood.

Rekindle: Will NOT be used in radio broadcasts. This refers to a fire that was not extinguished the first time. Broadcast information as an original call.

Relay: Repeat a radio message from one unit to another (A to B, B to C).

Report: Verbal indication of the status of an incident or unit.

Rescue: The saving of life and removal of endangered persons to a place of safety.

Rescue Swimmer: Personnel trained in the skills required to perform water rescue.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Responding: Used to indicate that a unit is responding to the scene of an incident.

Response: Alarm; call for assistance; apparatus or personnel responding to an incident.

Roll Call: See PAR Report

Run: The action of an apparatus or personnel proceeding to and returning from an alarm.

Safety: The radio designator for the Safety Officer.

Salamander: A portable heating unit, propane operated. Used to heat a large building that is under construction before a heating system is in use.

Salvage: Procedure to reduce incidental losses from smoke, water, fire or weather during and following fires. The saving of personal items and property.

SCBA: Self-Contained Breathing Apparatus.

Seat of Fire: Area where the main body of fire is located as determined by the outward movement of heat and gases.

Secondary Search: A very thorough search for fire victims conducted after the primary search. When possible, a different team from the primary search is used.

Secured Scene: When law enforcement perceives the scene is relatively safe for emergency Fire/EMS personnel.

Service Response: Service calls are considered non-emergency incidents. Unit(s) shall be dispatched as NON-CODE responses. Status: "In Service" unless it is determined at the scene that it is absolutely necessary to be placed out of service.

Short Report: Additional information specific to the incident which is transmitted, on the assigned frequency, while units are responding.

Simplex: A field radio communicating directly to another field radio without using a radio repeater system. These short-range channels are ideal for localized, tactical communications such as fire ground operations.

Size Up: Initial evaluation phase of the emergency situation.

Smoke: A combination of fire gasses, including carbon dioxide and other products of combustion that hinder respiration, obscure visibility and delay access to the seat of the fire.

Specialized Resources: Other types of resource not identified in Strike Teams, or Task Forces that can be used for disaster, fire, EMS or Hazmat incidents.

Special Status: May be used for limited response or temporarily putting apparatus out of service. When initiating special status a reason should be provided and the agency is responsible for monitoring.

I.E. "Engine 46 on special status drilling, available for full response only".

Spot Fire: Fire set outside the perimeter of the main fire by flying sparks and embers. A major problem in conflagrations involving structures having wooden shingle or shake roofs and requiring patrolling of areas downwind from the main fire as well as in forest fires.

Staging: The area location where incident personnel and equipment are assigned on an immediately available status.

Stand By: Wait; hold your present position, assignment or radio traffic.

Standby Team: Team with gear donned, ready to provide a rescue if needed. Team can be performing other functions, but must remain in positive communication with the entry team (see Rapid Intervention Team RIT).

Status: The condition, assignment, or availability of personnel or equipment.

Status Board: A large hard plastic board with Velcro attached. Used to hold the Passports of assigned Teams and to make notes.

START Plan: **S**imple **T**riage **a**nd **R**apid **T**reatment used in pre-hospital multiple casualty incidents for initial assessment of treatment and transportation needs of the patients.

Still Alarm: When a unit responds without being dispatched. On view. When a citizen calls or goes into the fire station directly for a problem.

Strike Team: Five of a single (like) resource that have common communications and a Team Leader.

Tagout: Tagging switches, valves, dampers, power sources, etc. to notify personnel that these are not to be turned "on" because of danger to personnel operating in the vicinity.

Talkgroup: Defines radio communication groups i.e. "FIRE DISPATCH 1"; "FIRE TACTICAL". Authorized users select a Talkgroup by switching to a Talkgroup number on the dial of their portable or mobile radio.

Tapped Fire: Means the fire is out.

Task Force: A group of combination of single (unlike) resources that have common communications, a Team Leader and that can be formed on or off an incident.

Task Force/Strike Team Leader: A Chief Officer who shall assemble, respond and supervise a Strike Team or Task force from their zone. The officer shall possess a working knowledge of the Snohomish County Fire/EMS Resource Plan and the Incident Management System as recognized by the State.

Team: A group of two or more firefighters with a radio who work together and are responsible for each other's safety.

Team Response: Used in relation to Hazmat and Rescue responses. A Team response is at the request of the officer on scene, I.C. when it is determined that a full Hazmat/Rescue response is required.

Technical Response: Used in relation to Hazmat and Rescue response. A technical response is at the request of the officer on scene, I.C. When specially trained personnel are required to determine if a full Team response is needed.

Technical Response Unit: A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of confined space, trench, high and low angle, surface water and ice rescue. Staffed with a minimum of two personnel certified as Rescue Technicians as defined by Snohomish County Department of Emergency Management. This vehicle and staff shall be part of the rescue response team made up of multiple members trained to the same level or higher of Rescue Technician. This team will be able to assemble its members in a timely manner to mitigate incidents as required.

Technical Specialists: Personnel with special skills who are activated only when needed. Technical specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use and training areas.

Three Passport Accountability System: A system for identifying, tracking and accounting for all personnel at an emergency incident. The system uses Helmet Shields, Name Tags, Passports and Status Boards to account for the assignment of personnel at emergency incidents.

Tone and Voice Paging: A radio paging system that transmits two audible tones, followed by a voice message from the dispatcher. Tone and voice paging is sometimes called "two-tone paging".

Training Officer: An officer charged with the education and training duties of an organized career, combination or volunteer fire department.

Transmission: The sending of a radio message or the text of the message itself.

Transportation (Officer): The radio designator for the individual at an MCI responsible for directing and coordinating victim loading and dispatching to medical facilities.

Treatment (Officer): The radio designator for the individual at an MCI responsible for directing and coordinating victim treatment.

Triage: Process of sorting (categorizing) multiple patient needs, kind of illness or injury, severity of the problem, and facilities available to handle them.

Trunking System: A technology in which a master computer selects a radio frequency on demand when a user presses the push-to-talk button on their portable or mobile radio.

Under Control: A fire sufficiently surrounded and quenched so it no longer threatens destruction of additional property and has reached a phase where overhauling can begin. Also called "Tapped Fire".

Unsecured Area: An area in which a violent or potentially violent incident has occurred and the situation has **not** been brought safely under control by law enforcement, or an area where a dangerous or potentially dangerous suspect may be a large, or where a dangerous person (armed suicidal subject) may be located but not yet under control by law enforcement.

Update To Follow: Generally used by the first arriving unit when giving an Initial Short Report and the report is incomplete. This indicates there will be additional information transmitted shortly and other units and dispatch should not tie up the air.

Urban Task Force: A group of combination of single (unlike) resources that have common communications, a Team Leader and that can be formed on or off an incident. Responds in an urban area.

Utility Package: Pre-defined support units that are dispatched at the request of the Incident Commander.

Ventilation: A technique of opening a burning building to remove heated smoke and gases to prevent explosive concentrations and to permit advancement of hose lines into effective positions for fire extinguishment. (I.e. opening doors, windows, cutting holes in the roof).

VHF Radio System: The existing analog radio system utilizes a 25-kilohertz bandwidth. SNO911 operations are conducted in the VHF radio frequency range between 153 and 160 MHz. The system includes both repeater and simplex modes of operation. The system may be operated I digital narrowband (12.5 kilohertz bandwidth) with upgrades to narrowband capable repeaters, mobiles and portables.

Withdraw: To exit the building or area with equipment and hose lines, due to a change in strategy (i.e. offensive to defensive; interior to exterior).

Working Fire: Active fire in progress.

Zone: A geographical area based system for grouping resources in Snohomish County.

Zone Coordinator: An individual appointed by the county Fire Chief's Association responsible for the coordination of fire resources located in a particular fire resource zone. Zones are made of multiple agencies within a geographical area of the county.

5.13 Incident Command Terminology

Agency Representative: Individual assigned to an incident from an assisting or cooperating agency that has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer

Aide (Officer): A scribe or assistant for the Incident Commander at the Command Post and answers the radio as "_____Command Post".

Air Operations: The acquisition and coordination of fixed wing or rotary aircraft by a ground coordinator for purposes of rescue, fire operations or emergency medical transport.

Allocated Resources: Resources dispatched to an incident that have not yet checked in with the Incident Commander.

Assigned: Performing an active assignment or actively responding to or on scene of an incident. *Used for incident command situations only.*

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assisting Agency: An agency directly contributing suppression, rescue, support, or service resources to another agency**.**

Available Resources: Resources assigned to an incident and available for an assignment.

Base: Serves several functions including location where primary support activities are performed, reporting area for resources not considered available for immediate assignment, and where apparatus are parked while crews are assigned to forward staging areas. A radio designator for the individual that is responsible for operating a resource Base where manpower and equipment are close to an incident.

Branch: That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch levels are organizationally between Section and Division/Sector/Group.

Branch (Director): Organization level having functional/geographic responsibility for major segments of incident operations.

Chief: IMS title for individuals responsible for command of the functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text: The use of plain English in radio communications transmissions. No ten codes or agency specific codes are used when using Clear Text.

Command: The radio designator for the Incident Commander (IC). The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

("name"*)* **Command:** Call sign for Incident Commander where (*name)* is usually related to the location of the incident.

Command Post (CP): The location of where the Incident Commander has set up his position. Where the primary command functions are executed; usually co-located with the Incident Base.

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

Command Unit: A vehicle staffed by a command officer that is trained in and carries the equipment necessary to initiate the Incident Management System including, reference materials, portable radio pool.

Communications Unit: Functional Unit within the Service Branch of the Logistics Section. This unit is responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. Also may refer to a vehicle (trailer or mobile van) used to provide major part of an Incident Communications Center.

Company: A ground vehicle providing specified equipment capability and personnel (Engine Company, Truck Company, Rescue Company, etc.).

Company Officer: The individual responsible for command of a Company. This designation is not specific to any particular fire department rank (may be a Firefighter, Lieutenant, Captain, or Chief Officer, if responsible for command of a single Company).

Cooperating Agency: An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement agency, telephone company, etc.).

Crew: A specific number of personnel assembled for an assignment such as search, ventilation, or hose line deployment and operation. The number of personnel in a crew should not exceed recommended span-of-control guides (3-7). A Crew operates under the direct supervision of a Crew Leader.

Demobilization Unit: Functional Unit within the Planning Section. Responsible or assuring orderly, safe, efficient demobilization of resources committed to the incident.

Director: IMS title for individuals responsible for command of a Branch.

Dispatch Center: A facility from which resources are directly assigned to an incident.

Division: The radio designator for an officer that is given the command coordination function over all personnel and equipment for a defined geographical area or a specific function.
Functions consist of:
1. Roof   - Roof operations
2. Water   - Water supply
3. Division - There are 4 geographical alpha designators to a ground level fire:
    A. Division A - The front – normally the addressed side of the building.
    B. Division B - To the left of the front of the fire
    C. Division C - The rear of the fire
    D. Division D - To the right of the front of the fire

In a multi-story building, each floor above ground level is a Division. The officer responsible for the coordination of the activities on each floor is that floor "Division Office". Example: third floor is "Division 3"; the twenty-first floor is "Division 21".

Documentation Unit: Functional Unit within the Planning Section. Responsible for recording/protecting all documents relevant to an incident.

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section. Provides field facilities for incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, and a formal Command Post.

Finance/Administration Unit: Responsible for all costs and financial actions of the incident. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and the Cost Unit.

Food Unit: Functional Unit within the Service Branch of the Logistics Section. Responsible for providing meals for personnel involved with incident.

General Staff: The group of incident management personnel comprised of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Ground Support Unit: Functional Unit within the Support Branch of the Logistics Section. Responsible for fueling, maintaining and repairing vehicles and the transportation of personnel and supplies.

Group: That organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.)

Group (Supervisor): Task/functional and short term. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

Incident Action Plan: The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Command System (ICS): An Incident Management System with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Commander (IC): The individual responsible for the management of all incident operations. .

Incident Management System (IMS): Statewide recognized method of management system on an incident.

Information Officer: Responsible for interface with the media or other appropriate agencies requiring information direct from the incident scene. Member of the Command Staff.

Initial Attack: Resources initially committed to an incident.

Leader: The individual responsible for command of a Task Force, Strike Team, Or Functional Unit.

Liaison (Officer): The contact person for assisting or coordinating with other agencies. A member of the Command Staff.

Logistics (Chief): Responsible for providing facilities, services and materials for the incident.

Logistics Section: Responsible for providing facilities, services, and materials for the incident. Includes the Communications Unit, Medical Unit, and Food Unit within the Service Branch and the Supply Unit. Facilities Unit, and Ground Support Unit within the Support Branch.

Medical Services Officer (MSO): An officer or designee who has the responsibility of coordination of emergency medical services within their department that is in accordance with state, county and local EMS protocols and policies. Also known as Medical Service Administrator (MSA).

Medical Unit: Functional Unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment of emergency personnel. This Unit does not provide treatment for civilians.

Officer: The Command Staff positions of Safety, Liaison, and Information.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

Operations (Chief): Responsible for all tactical operations at the incident.

Operations Section: Responsible for all tactical operations at the incident. Includes up to 5 Branches, 25 Divisions/Groups/Sectors, and 125 Single Resources, Task Forces, or Strike Teams.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

PAR: A Personnel Accountability Report (PAR) involves confirmation that all personnel assigned are accounted for and have an adequate air supply to safely exit the hazard zone.

Reports of PAR's should be conducted face-to-face within the Division/Group or company and transmitted as one entire report whenever possible.

Planning (Chief): Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section: Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the situation status, resource status, documentation, and demobilization units as well as technical specialists.

PIO: Public Information Officer responsible for interface with the media.

Rehabilitation (Rehab): A rehab station is implemented when the incident commander judges the environment, workload, and/or atmospheric temperature indicates the probability of injury or temperature related illness to personnel (i.e. working fires, HAZMAT incidents when encapsulating suits are worn, etc.)

Reporting Locations: Any one of six facilities/locations where incident-assigned resources may check in. The locations are: Incident Command Post – Resources Unit (RESTAT), Base, Camp, Staging Area, Helibase, or Division Supervisor for direct line assignments. (Check in at one location only).

Rescue Company: A ground vehicle providing specified rescue equipment, capability, and personnel.

Resource Status Unit (RESTAT): Functional Unit within the Planning Section. Responsible for recording the status and accounting of resources committed to incident and evaluation of: resources currently committed to incident, the impact that additional responding resources will have on incidents and anticipated resource needs.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Responder Rehabilitation (Rehab): That function and location which shall include medical evaluation and treatment, food and fluid replenishment and relief from extreme climatic conditions for emergency responders, according to the circumstances of the incident**.**

Safety (Officer): Responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety.

Section: That organization level having functional responsibility for primary segments of incident operations, such as: Operations, Planning, Logistics, and Finance/Administration. The Section level is organizationally between Branch and Incident Commander.

Section Chief: Title that refers to a member of the General Staff (Planning Section Chief, Operations Section Chief, Finance/Administration Section Chief, Logistics Section Chief).

Sector: Is either a geographic or functional assignment. Sector may take the place of either the Division or Group or both.

Service Branch: A Branch within the Logistics Section. Responsible for service activities at incident. Components include the Communications Unit, Medical Unit and Food Unit.

Single Resource: An individual Company or Crew.

Situation Status Unit (SITSTAT): Functional Unit within the Planning Section, Responsible for analysis of situation as it progresses. Reports to Planning Section Chief.

Staging Area: The location where incident personnel and equipment are assigned on an immediately available status.

Strategic Goals: The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

Strike Team: Five (5) of the same kind (like) or resources with common communications and a Task Force Leader (5 engines + 1 STL/5 ladders +1 STL, BLS, ALS, Tenders, etc.).

Supervisor: Individuals responsible for Command of a Division, Group or Sector.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section. Responsible for ordering equipment/supplies required for incident operations.

Support Branch: A Branch within the Logistics Section. Responsible for providing the personnel, equipment, and supplies to support incident operations. Components include the Supply Unit, Facilities Unit and the Ground Support unit.

Tactical Objectives: The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable. Tactical level officers are Division/Group/Sector.

Task Force: A group of any type and kind (unlike) of resources with common communications and a Task Force Leader (3 engines, 1 ladder, 1 aid unit, 1 Task Force Leader).

Technical Specialists: Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training. Technical Specialists report initially to the Planning Section but may be assigned anywhere within the IMS organization structure as needed.

Team (Leader): Two or more Firefighters/task oriented. May be a Company Officer.

Time Unit: A functional Unit within the Finance/Administration Section. Responsible for record keeping of time for personnel working at incident.

Truck Company: A ground vehicle providing an aerial ladder or other aerial device and specified portable ladders and equipment capability, and personnel.

Unified Command: A method for all agencies or individuals who have jurisdictional responsibility and in some cases those who have functional responsibility at the incident to contribute to 1) determining overall objectives for the incident 2) selection of a strategy to achieve the objectives.

Unit: That organization element having functional responsibility for a specific incident's Planning, Logistics, or Finance/Administration activity.

5.14 Basic Medical Abbreviations and Terminology

ABD	Abdominal
ABRAS	Abrasión
ACC	Accident
AED	Automatic External Defibrillator
AOB	Alcohol on Breath
ALS	Advanced Life Support
BCA	Bicycle Accident
BLS	Basic Life Support
BP	Blood pressure
CABN	Conscious Alert Breathing Normally
CBD	Criteria Based Dispatch (guidelines used to determine appropriate levels of response)
CCU	Coronary Care Unit
CHF	Congestive Heart Failure
COPD	Chronic Obstructive Pulmonary Disease (Asthma, Emphysema, etc.)
C/O	Complaints of...
CON	Conscious
CP (C/P)	Chest Pain
CPR	Cardiopulmonary Resuscitation (AKA: Mouth to Mouth)
CVA	Cerebrovascular Accident (Stroke)
DEFIB	Defibrillation
DKA	Diabetic Ketoacidosis
DOA	Dead on Arrival
EMD	Emergency Medical Dispatch
EMT-B	**Basic EMT as defined by state standards**
EMT-A	Advanced EMT with an intermediate level of care as defined by state standards
EMT-P	Most often referred to as Paramedic with the highest level of pre-hospital care as defined by state standards
EPI	Epinephrine
ER	Emergency Room
ETOH	Alcohol Intoxication

FX	Fracture
GI	Gastro-Intestinal (GI bleed, possible perforated ulcer)
GOA	Gone on Arrival (Victim or patient has left the scene of incident)
GSW	Gunshot Wound
HBD	Has been drinking
HBP	High Blood Pressure (Hypertension)
HX	History
ICU	Intensive Care Unit
INJ	Injury
LAC	Laceration
LBP	Low Blood Pressure (Hypo tension or Low Back Pain)
LOC	Level of Consciousness
MCA	Motorcycle Accident
MCI	Multiple Casualty Incident
MI	Myocardial Infarction (Heart Attack)
MICU	Mobile Intensive Coronary Unit (Medic Unit)
MIR	Medical Incident Report
MSDS	Material Safety Data Sheet
O2	Oxygen
OD	Overdose
P	Pulse
PAT	Paroxysmal Atrial Tachycardia (Heart related)
POV	Privately owned Vehicle
PT	Patient
PX	Pain
RHR	Rapid Heart Rate
R/O	Rule out (determine not to be as in R/O MI or R/O Fx Leg)
RX	Treatment
SIDS	Sudden Infant Death Syndrome
SOB	Short of breath
STHB	Said to have been**...**
TIA	Transient Ischemic Attack
TRP	Telephone Referral Program
TRANS	Transport(ed)
UNC/UNCON	Unconscious
VF	Ventricular Fibrillation
VS	Vital Signs

5.15   STANDARD CAD NARRATIVE ABBREVIATION LIST

<u>MISCELLANEOUS WORDS/PHRASES</u>

Abbr	Meaning	Abbr	Meaning	Abbr	Meaning
AC	Animal Control	GOA	Gone on Arrival	OCC	Occupied
A/C	Area Check	GSS	Global subject Search	OL	Open Line
ACC	Accidental			PC	Probable Cause
ADV	Advised	HBD	Has Been Drinking		
ANON	Anonymous			PED	Pedestrian
AOB	Amount of Bail	HS	High School	PH	Contact via Phone
APT	Apartment	HU	Hang Up		
ASAP	As Soon As Possible	HUSB	Husband	PHYS	Physical
		JKT	Jacket	PKLOT/PLOT	Parking Lot
ATC	Attempt to Contact	JO	Just Occurred	RE	Reference
		JUV	Juvenile	REQ	Request
ATL	Attempt to Locate	LR	Line Released	RO	Registered Owner
		LSH	Last Seen Heading		
ATT	Attempt			RP	Reporting Party
BLDG	Building	LSW	Last Seen Wearing	SUBJ	Subject
BLKING	Blocking			SUSP	Suspicious
CB	Call Back	MS	Middle School	UAS/UAV	Unmanned Aerial Support/Vehicle
CC	Contact Complaint	NA	No Answer		
		NABOR	Neighbor	UG	Upgrade
CCS	Cleared Call Search	NC	No Contact	UNK	Unknown
		NEQ	Non-Emer Queue	USS	Unsecure Scene
DAU	Daughter	NH	Nothing Heard	UTL	Unable to Locate
DND	Do Not Disclose	NFI	No Further Information	VEH	Vehicle
DOT	Direction of Travel			VERB	Verbal
		NON	Non-Blocking	VIC	Victim
DWLS	Driving while License Suspended	BLKNG	Non-Injury	WARR	Warrant
		NON INJ	Non-Public Disclosure	WIT	Witness
		NPD		YO	Years Old
EMPL	Employee	OCB	On Call Back		
ES	Elementary School				

<u>**DESCRIPTIONS**</u>

AF/AM	Asian Female or Male	**After asking race/sex, ask and document age. If age is unknown, use general descriptors such as A (adult) or J (juvenile)**
BF/BM	Black Female or Male	
HF/HM	Hispanic Female or Male	
IF/IM	Indian Female or Male	
WF/WM	White Female or Male	

<u>**DIRECTIONAL INDICATORS**</u>

Abbr	Meaning	Abbr	Meaning	Abbr	Meaning
BEH	Behind	IFO	In Front Of	WB	Westbound
DOT	Direction of Travel	NB	Northbound	WO	West Of
EB	Eastbound	NO	North Of	X	Across
EO	East Of	SB	Southbound	XING	Crossing
		SO	South Of		

COLORS – LT before any color indicates 'Light' DK before any color indicates 'Dark' or use approved NCIC codes

BLK	Black	**LAV**	Lavender	**SIL**	Silver
BLU	Blue	**MAR**	Maroon	**TURQ**	Turquoise
BRO	Brown	**PINK**	Pink	**WHI**	White
BURG	Burgundy	**PURP**	Purple	**YEL**	Yellow
GRN	Green	**RED**	Red	**ORG**	Orange

MEDICAL

ABD	Abdominal	**LAC**	Laceration
AFIB	Atrial Fibrillation	**LBP**	Low Blood Pressure
AED	Automatic External Defibrillator	**LOC**	Level of Consciousness
ALS	Advanced Life Support	**MCI**	Multiple Casualty Incident
BLS	Basic Life Support	**MI**	Myocardial Infarction (Heart Attack)
BP	Blood Pressure		
CABN	Conscious, Alert, Breathing Normally	**NVI**	Nothing Visible Investigating
CHF	Congestive Heart Failure	**MSDS**	Material Safety Data Sheet
COPD	Chronic Obstructive Pulmonary Disease	**O2**	Oxygen
		OD	Overdose
CONS	Conscious	**P**	Pulse
CP	Chest Pain	**P/C**	Patient Contact
CPR	Cardiopulmonary Resuscitation	**PAT**	Paroxysmal Atrial Tachycardia (Heart Related)
DEFIB	Defibrillation		
DLOC	Decreased Level of Consciousness	**POV**	Privately Owned Vehicle
DOA	Dead on Arrival	**PT**	Patient
EPI	Epinephrine	**PX**	Pain
ER	Emergency Room	**RHR**	Rapid Heart Rate
FX	Fracture	**RX**	Prescription
GI	Gastro-Intestinal	**SIDS**	Sudden Infant Death Syndrome
GSW	Gunshot Wound	**SOB**	Short of Breath
HBP	High Blood Pressure	**TIA**	Transient Ischemic Attack
HX	History	**TRANS/XPORT/TX**	Transport(ed)
ICU	Intensive Care Unit	**UNC/UNCON**	Unconscious
INJ	Injury	**VFIB**	Ventricular Fibrillation
		VS	Vital Signs

5.16   CAD Agency Designators

DF	SOUTH COUNTY FIRE
AB	MUKILTEO FIRE
AD	SNOHOMISH FD 4
AE	SULTAN FD 5
AF/AC/AG	SNOHOMISH REGIONAL FIRE
AJ/BJ/BH	NORTH COUNTY FIRE AUTHORITY
AK	TULALIP FD 15
AL	LAKE ROESIGER FD 16
AM/AS	GRANITE FALLS FD 17
AO	SILVANA FD 19
AQ	ARLINGTON HEIGHTS FD 21
AR	GETCHELL FD 22
AT	DARRINGTON FD 24
AU	OSO FD 25
AV/AW	GOLDBAR FD 26
AZ	COUNTY FIRE MARSHAL
BA	EVERETT FIRE
BE	COUNTY AIRPORT FIRE
BI	HAT ISLAND FD 27
BM	SKYKOMISH FD 50
BO	BOTHELL FIRE
BR	WOODINVILLE FIRE
BQ	EVERGREEN HOSPITAL MEDICS
BT	DUVALL FIRE
KC	SHORELINE FD 4
KM	NORTHSHORE/KENMORE FD 16
MF	MARYSVILLE FIRE
BL	ZONE RESPONSE
AX	NW AMB, FALCK AMB & ALNW
SH	AMR AMBULANCE
SD	RURAL METRO AMBULANCE

5.17   Radio Channels

Snohomish County 911 Primary and Secondary Tactical Fire/EMS Radio Talkgroups
All fire/EMS agencies dispatched Snohomish County 911 have the following talkgroups on the SNO911 800 MHz system. Snohomish County fire/EMS agencies should 'switch' their radio to the talkgroup of the incident for all automatic and mutual aid requests. No patch will be set up by the dispatcher unless requested by the Incident Commander. NOTE: All Fire Tacs are supported for use County Wide. Incidents shall be assigned to their regularly utilized Tacs however, if needed, can be assigned to any TAC necessary in support of high demand radio traffic.

FIRE TAC 1 – (Bank A Channel 1) Monitored and recorded 24 hours a day, TAC 1 is the primary talkgroup for the West County Fire agencies – Everett Fire and Marysville Fire. It is also the tactical channel for all routine incidents.

FIRE TAC 2 – (Bank A Channel 2) Monitored and recorded 24 hours a day, TAC 2 is the primary talkgroup for paging/alerting for the SNO911 South County Fire agencies – South County Fire, Mukilteo Fire, and County Airport Fire. It is also the tactical channel for all routine incidents.

FIRE TAC 3 - (Bank A Channel 3) Monitored and recorded 24 hours a day, TAC 3 is the primary talkgroup for the remaining North County and East County Fire agencies – Snohomish Regional Fire and Rescue, North County Fire Authority, Tulalip FD 15, Lake Roesiger FD 16, Granite Falls FD 17, Silvana FD 19, Arlington Rural FD 21, Getchell FD 22, Darrington FD 24, Oso FD 25 Hat Island FD 27, Snohomish FD 4, Sultan FD 5, and Goldbar FD 26. It is also the tactical channel for all routine incidents.

FIRE TAC 4 – (Bank A Channel 4) Monitored and recorded 24 hours a day, TAC 4 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 5 - (Bank A Channel 5) Monitored and recorded 24 hours a day, TAC 5 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 6 – (Bank A Channel 6) Monitored and recorded 24 hours a day, TAC 6 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 7 - (Bank A Channel 7) Monitored and recorded 24 hours a day, TAC 7 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 8 - (Bank A Channel 8) Monitored and recorded 24 hours a day, TAC 8 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 9 - (Bank A Channel 9) Monitored and recorded 24 hours a day, TAC 9 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 10 – Bank A Channel 10) Monitored and recorded 24 hours a day, TAC 10 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 11 – Bank A Channel 11) Monitored and recorded 24 hours a day, TAC 11 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 12 – Bank A Channel 12) Monitored and recorded 24 hours a day, TAC 12 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 13 - Bank A Channel 13) Monitored and recorded 24 hours a day, TAC 13 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 14 - Bank A Channel 14) Monitored and recorded 24 hours a day, TAC 14 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 15 - Bank A Channel 15) Monitored and recorded 24 hours a day, TAC 15 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

SNO EM F – (Bank A Channel 16) Emergency Alert Talkgroup. Monitored and recorded 24 hours a day for 'EMER' activations. SNO911 fire radio users will be automatically 'switched' to this talkgroup when they have activated the emergency button on their radio.

Alternate Radio Channels
The following are a list of alternate radio channels available to users in the field either by 'switching' channels or by a patch set up at the SNO911 fire dispatch console. Not all are available or monitored at SNO911.

BOE EMERG – () Boeing Fire Channel for Mutual Aid. Monitored at Boeing Fire Dispatch.

BOE HAZMAT – () Boeing Fire Channel for Hazmat Mutual Aid. Monitored at Boeing Fire Dispatch.

770 – (VHF 153.770) Monitored and recorded 24 hours a day at SNO911. This channel allows mutual aid resources with only VHF capability to be patched at the fire dispatch console to an 800 talkgroup for communications. Skagit, Whatcom, Island County and King County FD 50 are on VHF. Also used for patching Airlift NW to an 800 resource when they are unable to move to the 800 MHz system. Radio contact is lost with SNO911 east of Baring.

770 SKY FTAC – (VHF 153.770) Same as main 770 VHF. This resource extends coverage east of Baring up to Stevens Pass.

8CALL90 – () National Hailing channel. Monitored but not recorded. This itinerant frequency is for emergency calling for mutual aid requests from outside the SERS system. Dispatchers should coordinate and move users to another available talkgroup, if appropriate, to avoid tying up the 8CALL90 channel.

8TAC91-94 - () National Tactical channels. May be monitored with **prior approval and staffing**. Not recorded. These channels may be a 'patched' to an 800 talkgroup at the SNO911 fire dispatch console.

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DNR – Four VHF channels are available at the SNO911 fire dispatch console. They are as follows:

DNR SNOH	(159.435)
DNR DARR	(159.285)
DNR COMM	(151.415)
DNR AIR	(159.270)

These channels may be monitored with **prior approval and staffing**. Not recorded at SNO911. This radio resource at the SNO911 fire dispatch console is for emergency incidents involving the Department of Natural Resources. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

EOC HAIL - () Not monitored or recorded. EOC hailing channel for Snohomish County city EOCs. Available only at the SNO911 Supervisor console.

F TRAIN 1-5- (Bank B Channel 11-15) Not monitored or recorded. Countywide fire/EMS talkgroup used for training activities not involving a dispatcher. This talkgroup is not available to the SNO911 dispatcher.

8CALL90 & 8CALL TAC 91 -94 – (BANK R) Legacy Conventional National Hailing channel and Tac Channels. Monitored but not recorded. This itinerant frequency is for emergency calling for mutual aid requests from outside the SERS system. Dispatchers should coordinate and move users to another available talkgroup, if appropriate, to avoid tying up the ICALL channelTac channels may be a 'patched' to an 800 talkgroup at the SNO911 fire dispatch console.

MA KC POOL – (Bank N) King County General Mutual Aid Channel.

NC EMER Z1 - **–** (Bank J Channel 16) Emergency Alert Talkgroup. Monitored and recorded 24 hours a day for 'EMER' activations at NORCOM. SNO911 fire radio users will be automatically 'switched' to this talkgroup when they have activated the emergency button on their radio while on a NORCOM talkgroup.

NORCOM BANK/ZONE – (Bank J Channels 1-10, 11-12 Dispatch announcement, 13 East Ambulance, 14 Government, 15 admin,) Monitored and recorded 24 hours a day at NORCOM. Primary and secondary operational talkgroups utilized by NORCOM fire/EMS agencies. The SNO911 dispatcher should inquire the talkgroup of incident when SNO911 resources are requested. Responders should be advised the TAC assignment and 'switch' when dispatched to a mutual aid incident.

OSCCR – (VHF 156.135) Onscene Command Coordination Radio. May be monitored with **prior approval and staffing**. Not recorded at SNO911. This State Department of Emergency Management channel is used by public-safety agencies, 'on-scene' at an event/incident, for command and coordination of activities between agencies. OSCCR can only be employed in the simplex mode via mobile and/or handheld equipment. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

ROBEFIRE – (VHF 154.430/159.465) Repeater installed at the Granite Falls site to extend radio coverage primarily for Robe Fire (FD23) tactical operations. 800 MHz coverage is limited beyond Red Bridge. This channel allows mutual aid resources with only VHF capability to be patched at the fire dispatch console to an 800 talkgroup for communications. It extends communications on the Mountain Loop Highway to at least to the Ice Caves. ALNW and SCSO helicopters also have this resource.

STATE OPS 1 – () Not monitored at the SNO911 fire console or recorded, but may be monitored in an emergency situation only on the back-up site trunking radio. This is a non-trunked 800 MHz channel. Communications can only take place when field radios are in close proximity. State Ops 1 is primarily used for tactical Fire and EMS operations.

SNO OPS 1-16 – (Bank G Channels 1-16) May be monitored only with **prior approval and staffing**. These talkgroups are recorded and may be utilized for preplanned events.

SIMPLEX 1-2 – (Simplex 1 Bank B Channel 9 –Simplex 2 Bank B Channel 10 –These Non-trucked 800 MHz radio channels are not recorded and can only be used to communicate if radio users are in close proximity to each other.

VHF MARINE – Seven channels are available at the SNO911 fire dispatch console. They are as follows:
CH 16	Distress and calling	(156.800)
CH 21A	Coast Guard only	(157.050)
CH 22A	Coast Guard Liaison	(157.100)
CH 23A	Coast Guard only	(157.150)
CH 81A	U.S. Government environmental operations	(157.075)
CH 82A	U.S. Government-NOAA	(157.125)
CH 83A	Coast Guard	(157.175)

These channels may be monitored with **prior approval and staffing.** They are not recorded. This radio resource at the fire dispatch console is for emergency marine incidents. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed. Antenna is located on the roof of PSAP. Communication is not ideal depending on location of incident.

WSP (Everett) – (VHF 155.655) May be monitored with **prior approval and staffing**. Not recorded at SNO911. This radio resource is at the SNO911 fire dispatch console for monitoring emergency incidents. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

USFS – (VHF 170.525) (Darrington and Verlot sites available)
May be monitored with **prior approval and staffing**. Not recorded at sno911. This radio resource at the sno911 fire dispatch console is for emergency incidents involving the U.S. Forest Service. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

Fire Radio Police and Hospital Banks

Bank C - Snohomish County 911 Fire Radio Police Bank
Channel 1 – **South County Police 1**
Channel 2 – **South County Police Tac 1**
Channel 3 – **South County Police 2**
Channel 4 – **South County Police Tac 2**
Channel 5 – **Sheriffs South**
Channel 6 – **Sheriffs South Tac**
Channel 7 – **Sheriffs North**
Channel 8 – **Sheriffs North Tac**
Channel 9 – **Sheriffs East**
Channel 10 **– Sheriffs East Tac**
Channel 11 – **Everett Police** – Everett Police Dispatch
Channel 12 – **Marysville Police Dispatch**
 – Everett Police Tac 2
Channel 13 – **Marysville Police 2**
Channel 14 – **Snohomish County Air Ops 1**
Channel 15 – **Tulalip PD**
Channel 16 – **Search & Rescue**
Bank S - Snohomish County 911 Fire Radio Hospital / Sno Co. DEM
See Radio for specific Channels

5.18 Fire Operation Centers (FOC) Addresses and Telephone Numbers

Department/District Printer	Address	Phone #	Alt. Phone #	FOC
SRVF – Sta 31	163 Village Court	360-794-7666	360-794-0959	ACPN11
Fire District 4 - Sta 43	1525 Avenue D	360-568-2141	360-568-4523	ADPN32
Fire District 5 - Sta 51	304 Alder Av	360-793-1179	425-422-8421	AEPN11
				AFPNEC
Fire District 15 – Sta 60	7812 Waterworks Rd	360-659-2416		AKPN11
Fire District 16 – Sta 85	1205 S Lk Roesiger Rd	360-568-6796		ALPN11
Fire District 17 - Sta 87	116 S Granite Av	360-691-5553	425-238-8314	AMPN11
Fire District 19 - Sta 94	2720 212 ST NW	360-652-8277	360-913-0258	AOPN11
Fire District 21 – Sta 49	12131 228 ST NE	360-435-3311		AQPN11
Fire District 22 – Sta 68	8424 99 AV NE	360-659-6400	360-913-0362	ARPN11
				ASPN11
Fire District 24 – Sta 39	1115 Seemann St	360-436-1338		ATPN11
Fire District 25 – Sta 37	21824 SR 530	360-435-2672		AUPN11
Fire District 26 - Sta 54	42013 SR 2	360-793-1078	360-793-1335	AVPNFC
Fire District 27 – Sta 27	100-F Saratoga Dr	360-444-6886	None	BIP000
Arlington Fire – Sta 47			360-403-3600	BHPN21
County Airport Fire - Sta 26	3601 109 ST SW	425-508-7388	425-508-5094	BEPN11
Everett Fire - Sta 1	3619 Rucker Av	425-257-8157	425-257-8140	BAPN13
			425-259-0753	SSPN10
Marysville Fire – Sta 62	10701 Shoultes Rd	360-363-8562		MFPN21
North Co Fire Authority – Sta 97	19727 Marine Dr	360-653-1246		AJPN11
South County Fire – Sta 11	12310 Meridian Ave	425-327-3730	425-977-9651	

5.19 Hospital Diversions

Purpose -To transport the prehospital patient to the closest appropriate facility that is staffed, equipped and prepared to provide care appropriate to the needs of the patient. To provide a temporary mechanism for receiving hospital requests for prehospital diversion patients and the relay of that request to Snohomish County 911 EMS agencies.

Policy -Snohomish County 911 shall receive all requests for hospital diversion status and relay that request upon notification from a unit in the field that transport has been initiated to that facility.

Definitions - The following definitions have been established by Snohomish County Emergency Medical Services.
Types of Diversion:

- **Code STEMI Diversion – Cardiovascular Lab (CVL) not functional due to equipment failure.**

- **Code Stroke Diversion – CT Scanner not functional**

- **Code Trauma Diversion – CT Scanner not functional**

- **Code Safety Diversion – ED Closed to all patients**
  - Active Scene of violence
  - Active threat of violence

- **Code Infrastructure Diversion – ED Closed to all patients**
  - Internal disaster including but not limited to power failure, flood, fire, or other loss of critical operating infrastructure not caused by an external widespread disaster.

Hospital Catchment Zones:
    The physical area of each participant hospital, which generally reflects their primary patient population.

Internal Peak Census Policy:
    Each hospital will have a Peak Census Policy/Protocol, which will address:
    Definitions of conditions for activation
    Specific procedures to secure additional staff and resources
    Notification and approval of the hospital administrator/designee to place the hospital on prehospital (EMS) diversion
    Procedure for internal review of cases of prehospital (EMS) diversion

Eligibility
    The hospital emergency department has exceeded its safe capacity for caring for critical patients. Lack of inpatient beds, Critical Care beds and/or medical staff backup **does not** meet criteria for emergency department diversion.
    The hospital has initiated its own Internal Peak Census Policy to address correction of the underlying issues.

Limitations
    Diversion causes EMS disruptions, which result in prolonged transport times, delay in subsequent response to 911 calls, and transport of patients to hospitals not of their choosing. The following limitations therefore apply:
1. Diversion is temporary. Each request shall **expire in two hours**. Hospitals are encouraged to end diversion as early as possible.
2. If two or more hospitals in contiguous areas request diversion simultaneously, both facilities are downgraded to Limited diversion status. Exception is if a hospital is on Closed diversion, it will remain in that status.

Hospital Implementation
1. Hospitals will identify issues leading to the necessity for diversion
2. Internal procedures to mitigate these issues will be implemented
3. The appropriate hospital administrator/designee will be notified and authorization to implement prehospital diversion will be obtained
4. Dispatch agencies will be notified by hospital administration/designee

Procedure:
1. Snohomish County EMS will recognize 5 types of Diversions.
2. Hospitals will call SNO911 for Diversion start times and for any updates. They will also notify neighboring hospitals by phone. Diversion will be limited to 2 hours at which time a hospital must update its diversion status or risk falling off diversion. Diversion status will be tracked by SNO911.
3. Diversion status shall be acknowledged by an on-call Hospital Administrator within 60 minutes of diversion and a record kept by the Hospitals for review on request by Snohomish County EMS. Patients will be diverted to the next closest appropriate facility based on their condition and/or request.
4. For Code STEMI, Code Stroke and Code Trauma diversions, any unstable patient that needs physician assistance to secure the airway or obtain intravenous access should not be diverted.

5. The Trauma TOR (Termination of Resuscitation) policy supersedes Trauma Diversion.

Dispatch Center Procedure

The 8 area facilities that receive prehospital transport patients from Snohomish County 911 EMS agencies:

Providence Everett Medical Center	PROV
Providence Women & Children Pavilion	PAV
Evergreen Monroe	EVMON
Cascade Valley Hospital	CVH
Swedish Edmonds	SWEDE
Swedish Mill Creek	SWEDMC
Evergreen Medical Center-Kirkland	EVGRN
Skagit Valley Hospital	SVH
Harborview Medical Center	HMC
Northwest Hospital	NWH
Overlake Hospital	OLK

Shift Supervisor/Designee Responsibility

1. Receive telephone notification from hospital administration/designee on Snohomish County 911 business line.
2. Advise Fire Dispatch of the specific hospital on diversion, including the type of diversion, CODE STEMI, Code Stroke, Code Trauma, Code Safety or Code Infrastructure. Log diversion including hospital name, type of diversion and times on the SITREP.

Fire Dispatch Responsibility

1. Dispatch will alert field personnel via a radio broadcast when a hospital goes on or comes off a diversion.
2. Document the diversion in CAD using **DIVERT** for the hospital diversion into CAD using the designated hospital unit and the type of diversion.
3. Set a two-hour timer (in minutes 120) using the hospital unit and the unit contact 'UC' command. **Example: UC CCH 120**

4. Upon notification of transport to a hospital facility on diversion status the fire dispatcher shall advise any transporting unit of the diversion. **Example: "Medic 31 be advised that Colby Campus is on Code STEMI diversion"**

5. Automatically clear the hospital diversion after the two-hour timer has elapsed* or if notification is received from the hospital administration/designee that the diversion has been cancelled. **Example: C CCH**

*The only exception to the automatic cancellation may be due to a long-term closure of a hospital facility. In this instance the hospital shall remain on diversion status until notification is made by the hospital administration/designee.

5.20 Tri-County Scenes of Violence Protocol

1.0 PURPOSE

1.1. To provide a framework for Snohomish County Law Enforcement when responding to scenes of violence in mutual aid jurisdictions and with Fire/EMS support

1.2. Establish a regional, multidisciplinary policy, doctrine and planning

1.3. Integrated and interoperable incident command and communications

2.0 DEFINITIONS

2.1. **Indirect Threat (Warm) Zone:** Any area in the incident scene where there is a potential hostile threat to persons or providers, but the threat is not direct and immediate. This is the area of operation for the Rescue Task Force (RTF).

2.2. **Direct Threat (Hot) Zone:** Any area within the incident scene in which there is a direct and immediate threat to persons or providers.

2.3. **Cold Zone:** Areas where there is little or no threat. The area where the RTF delivers extracted victims. Fire/EMS conducts treatment and transport operations in this area. Unified Command will be located in this area.

2.4. **Exclusion Zone:** The control zone designated to exclude all unauthorized personnel, responders, and equipment. Examples of exclusion zones could be holes in floors, explosive devices, or collapse hazards.

2.5. **Transition Period:** The point where Law Enforcement determines that a hot zone has become a warm zone, and directs rescue teams to enter an area and rescue patients/victims.

2.6. **Concealment:** A barrier that prevents a provider from being seen; however, offers no ballistic protection.

2.7. **Cover:** A barrier that has the potential to offer some ballistic protection.

2.8. **Scenes of Violence:** Any type of incident in which Fire/EMS personnel may be exposed to harm as a result of violent or threatening act(s). Such situations may include, but are not limited to: riots, fights, violent crimes, suicides, domestic disagreements, active shooters/killers, incidents with weapons, or any other circumstance where Fire/EMS personnel may reasonably fear for their safety. LE should be the initial lead agency at such incidents. LE will address the threat and provide security in accordance with agency guidelines. Fire/EMS will address medical treatment and patient transport.

2.9. **Active Shooter Incident:** An event in which one or more people use deadly force on other people and continue to do so while having access to additional victims.

2.10. **Casualty Collection Point:** A secure area designated or created for the temporary gathering, triage, medical treatment, holding, and/or evacuation of casualties during a mass casualty incident.

2.11. **Contact Teams:** Teams of Law Enforcement officers whose primary responsibility are to find and neutralized an active threat(s).

2.12. **Counterpart:** Personnel from different agencies that are assigned to jointly perform functions such as rescue groups.

2.13. **Evacuation Area:** Area where Fire/EMS can safely treat and transport patients that does not require Law Enforcement presence for safety issues.

2.14. Force Protection: The escorting of Fire/EMS by armed Law Enforcement in and out of a warm zone. Force protection will remain intact with Fire/EMS except in circumstances in which an immediate threat is encountered. In such cases the *Priority of Life* will be evaluated and acted upon. Law Enforcement will endeavor to provide an element of force protection to assist with Fire/EMS extraction and/or provide cover until the threat is resolved. Force protection officers will maintain direct communication with contact team(s).

2.15. Rescue Group Supervisor: Law Enforcement and Fire/EMS supervisors working as counterparts who will oversee Rescue Task Force operations in and Indirect Threat or warm zone environment.

2.16. Rescue Task Force: County-wide plan outlining a multidisciplinary (LE and Fire/EMS) task force designed to enable entry of Fire/EMS into the Indirect Threat (Warm) Zone escorted by LE to effect extraction of patients who could not self-extract themselves. A Rescue Task Force (RTF) provides medical interventions consistent with Tactical Emergency Casualty Care Guidelines, or the individual county protocols the EMS providers are operating under.

2.17. Safety Corridor: Access path to and from patient locations in the Indirect Threat (Warm) Zone to the Cold Zone and/or Evacuation Area. This area will be protected by LE with stationary personnel dedicated to on-going security allowing safe movement by ambulatory patients and Fire/EMS personnel throughout the defined path.

2.18. Shelter In-Place: To take cover until it is deemed safe to evacuate.

2.19. Transportation Corridor: An ingress and egress corridor that allows emergency equipment to move in and out of the area. This corridor needs to be set up early and kept open to allow ambulances, medic units, armor, and other specialty equipment to move in and out of the scene.

2.20 Triage: The sorting and allocation of treatment to patients, especially battle and disaster victims, according to a system of priorities designed to maximize the number of survivors.

2.21. Unified Command: An authority structure in which the role of incident commander is shared by two or more individuals (i.e. LE and Fire/EMS), each already having authority over a different responding agency or discipline.

3.0 POLICY

3.1 **Planning for Response to Violent Scenes:** Each department shall communicate with their respective Fire Department/EMS/Communication Centers to make them aware of the contents of this policy and procedure, that it has been adopted by all Snohomish County Law Enforcement and Fire Agencies, and how they may work jointly to incorporate its provisions on scenes.

3.2 **Priority of Life:** The priority of life in violent, tactical situation, is as follows: Hostages/Victims; Innocent by-standers; Police/First Responders; Suspects/Subjects

3.3 **Situational Awareness:** Situational awareness and avoidance is the primary strategy for protecting personnel from injuries caused by violence. Always review premise history when available. Maintain situational awareness even if the scene is reported as safe (secure). Be aware that information is often limited and may be incorrect. When approaching a scene, pay attention to your surroundings.

3.4 **Staging for Fire/EMS:** Fire Department/EMS personnel responding to potentially violent calls should stage a safe distance from the scene. Communication Centers may provide direction for Fire/EMS units to stage or give information so that arriving officers can make that determination. Staging sites shall be determined and announced over the radio by first arriving officers. Responding units should not cross through the incident to access staging. If you cannot drive safely to the staging site, report this to dispatch/IC and setup a second staging site. Staging sites should not be in view of the incident scene and have "hard" barriers between the staged unit(s) and the scene. Unit(s) should make efforts to stage where suspects fleeing the scene cannot readily see them. Dispatch shall confirm with all responding units the receipt of staging instructions. This will require coordination among PSAPs.

3.5 **Secure Scene:** Fire/EMS personnel should not enter the scene until they receive verbal or physical confirmation from Law Enforcement on location, either through fire dispatch or by face-to-face confirmation from Law Enforcement at the staging area where fire units are located, that it is safe to enter. It should be noted that potentially violent scenes are rarely completely "secure". Law Enforcement may declare that certain areas of a scene can be deemed secure or stable to a point that would allow Fire/EMS entry, while others may not be. In such cases the officer in charge, in consultation with Law Enforcement command if possible, shall decide the level of police protection necessary for Fire/EMS personnel to enter and the length of time personnel shall remain in the potentially dangerous zone. It is imperative that Law Enforcement communicate with Fire/EMS agencies in their jurisdiction to ensure that they are familiar with language used by particular law enforcement agencies that indicate a scene is safe for Fire/EMS to enter.

3.6 **Command Considerations:** The Law Enforcement I.C. (as determined per department policies) shall coordinate all mutual response activities with the Fire Department I.C. A Unified Command should be considered for any incident involving ongoing violence, the potential for ongoing violence, or extended operations that include Fire/EMS.

3.6.1 In the event that Law Enforcement has not established a formal Command Post due to operational issues, the Fire Department shall establish their own Command and seek to include Law Enforcement as their personnel are available. This location should be communicated to Law Enforcement so that Unified Command can be established.

3.6.2 The Command Post shall be established in an area that is separated from ongoing operations and is deemed safe from further violence or disruption.

4.0 Procedures

4.1 The first arriving officers to a scene of violence will form a contact team(s) if feasible and deploy available/authorized long guns to address the immediate threat. (The deployment of long guns shall be deployed in accordance with department policy).

4.2 **Unless immediate tactical action is necessary**, one of the initial arriving officers shall assume incident command and establish a command post outside the immediate threat area as soon as practical. Priorities for the initial Incident Commander include establishing an inner perimeter for the immediate scene (keep the incident from expanding), locating a staging area(s) for incoming personnel, identifying ingress-egress locations for movement in and out of scene, coordinating with Fire/EMS to establish unified command, and making proper mutual aid requests as well as chain of command notifications until relieved by the first arriving supervisor. While this may not be possible in all incidents or jurisdictions, it is critical that command be established as soon as possible during an incident of this nature.

4.3 Additional incoming units will report to the designated staging area(s) unless otherwise directed by the Incident Commander. Officers shall not self-deploy into another jurisdiction without reporting to the staging area unless directed to do so by dispatch or by the LE Incident Commander.

Exception: when *your law enforcement agency* borders on the jurisdiction requesting assistance, on-duty officers may respond to the incident with notification to dispatch. Supervisors shall monitor the request and coordinate the response.

When requesting mutual aid from neighboring jurisdictions, the request should include the following: how many officers/supervisors are needed, staging location for responding officers, who the responding officers should report to at the staging area for assignments, what frequency to monitor, and any special equipment needed

4.4 A Transportation Corridor should be maintained giving access to a set extraction location coordinated with Fire/EMS. Whenever possible, emergency vehicles should park on the right side of the roadway (or off the road) leaving the left side clear for ingress/egress and establishment of a transportation corridor.

4.5 Move command post if feasible so it is located within the Cold Zone so unified command can be established with Fire/EMS. The Command Post shall be established in an area that is separated from ongoing operations

4.6 When an area has been declared clear, but not secure (warm zone), the incident commander may designate a Rescue Task Force composed of Law Enforcement and Fire/EMS to assist with the extraction of victims/patients. This may involve the use of a safety corridor through a warm zone leading to a causality collection point or an evacuation area.

4.7 While Law Enforcement will do everything in their control to maintain the safety of the rescue taskforce, which includes Fire/EMS personnel, it should be noted that these are dynamic scenes and circumstances can change quickly.

4.8 Once Law Enforcement has determined that a scene is initially secure, a secondary sweep will be conducted to locate any additional suspects and/or patients/victims, and shall include a search for additional hazards and threats such as I.E.D.'s (improvised explosive devices)

5.0 Communications

5.1. Face-to-face communication is the desired method of communication between Police and Fire/EMS, preferably in a unified command.

5.2. Large scale mutual aid responses will require the use of "PSOPS Channels" for regional communication within Snohomish County, specifically talk groups PSOPS N3 and PSOPS N4. The dispatch center for the agency with jurisdiction over the event will indicate which regional frequency shall be used. Jurisdictions should also provide training to their officers regarding use of the PSOPS frequencies.

5.3. Indirect radio communication. Made through the respective dispatch centers, which is standard procedure for Law Enforcement agencies in communicating that a scene is safe to enter for Fire/EMS.

5.4. Direct radio communication. There are times when it is necessary for Law Enforcement to speak directly to Fire/EMS and for Law Enforcement to have the ability to speak directly to Fire/EMS on a frequency Law Enforcement is operating on. These will include time sensitive scenes where immediate, pertinent information is necessary. The information should be exchanged in plain English. Local Law Enforcement and Fire/EMS entities should put together a joint communication plan, and will require coordination among PSAPs. If unable to switch to the other disciplines talk-group, the responder may request the PSAP initiate a patch between talk-groups for direct communication.
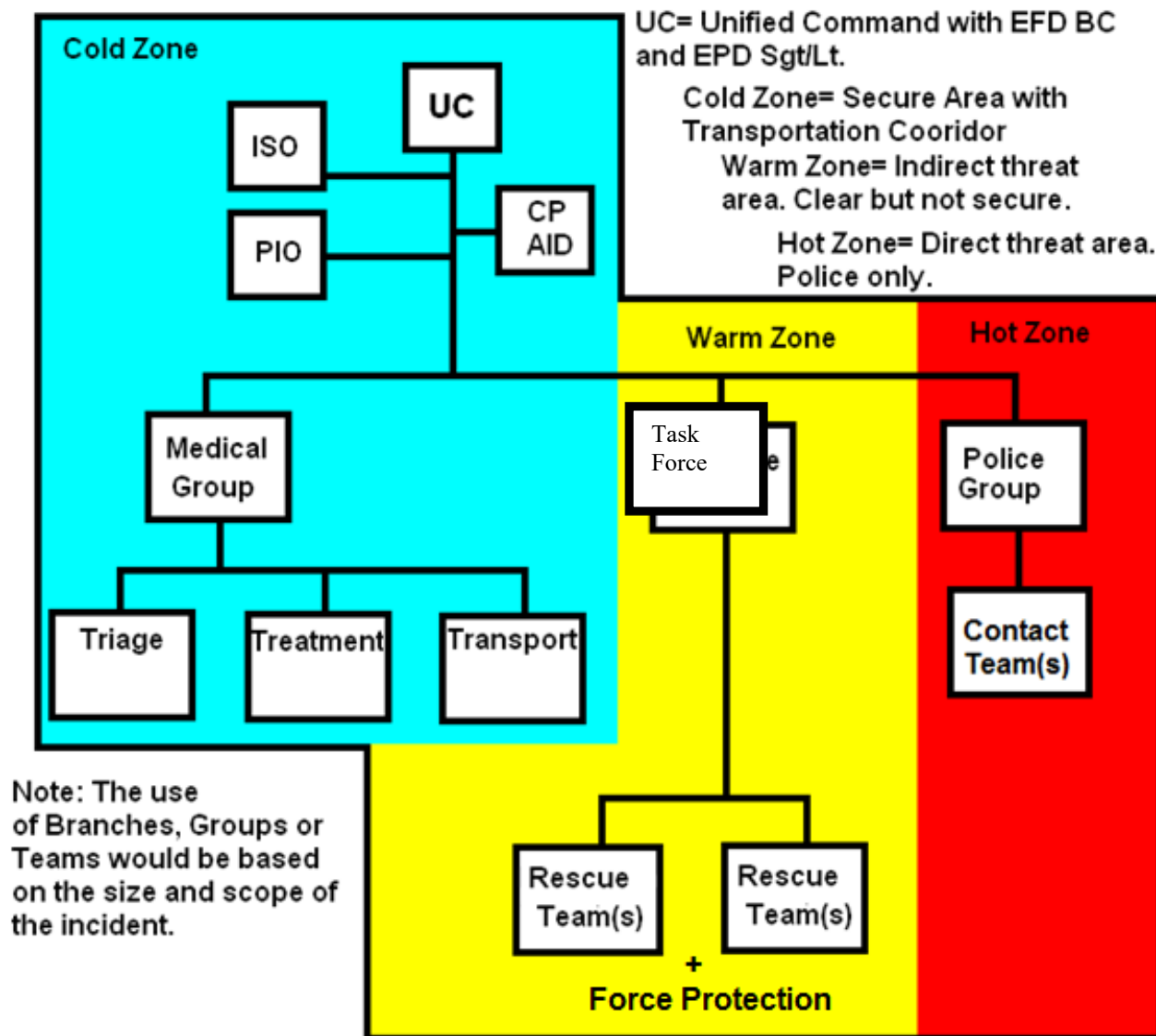
6.0   TRAINING/PLANNING

It is the intent of this policy to provide a framework for responding to scenes of violence, but without ongoing practice and training, this is a perishable document. Law Enforcement highly encourages joint training with Fire/EMS and Communication Center personnel in their jurisdictions and regionally on a reoccurring basis.

Response Assessment Team: Is the concept which creates a cross disciplinary group that determines primary and secondary ingress and egress routes to locations that are at risk, pre-establishes general geographical command post location(s) as well as staging areas for responding resources to large scale incidents at areas of significant public concentrations (i.e. theaters, malls, schools, community centers, etc.). Jurisdictions

should pre-determine mutual aid staging areas for critical locations identified through threat assessments, but should avoid reoccurring use of these sites to circumvent patterning. This information should be shared with regional partners as well as Communication Centers.

Command Structure and Control Zones Illustration

Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

Federal | MODIFIED

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)

- Washington Uniform Health Care Information Act (HCIA) (RCW 70.02.005)

803.1.1 DEFINITIONS

Federal | MODIFIED

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names

- Postal address information, other than town or city, state, and zip code

- Telephone or fax numbers

- E-mail addresses

- Social Security numbers

- Medical record numbers

- Health plan beneficiary numbers

- Account numbers

- Certificate or license numbers

Patient Medical Record Security and Privacy

- Vehicle identifiers and serial numbers, including license plate numbers

- Device identifiers and serial numbers

- Web Universal Resource Locators (URLs)

- Internet Protocol (IP) address numbers

- Biometric identifiers, including finger and voice prints

- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected health information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

Protected personal information (PPI) - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY
Federal | MODIFIED

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c)).

803.3 RESPONSIBILITIES
Federal | MODIFIED

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

803.4 PRIVACY OFFICER
Federal | MODIFIED

Patient Medical Record Security and Privacy

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

(a)   Identify who may have access to PPI and PHI.

(b)   Resolve complaints under the HIPAA.

(c)   Mitigate to the extent practicable any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or HIPAA regulations.

(d)   Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.

(e)   Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5   PROCEDURE

Federal   MODIFIED

Records containing PHI or PPI, including Pre-hospital Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Snohomish Regional Fire & Rescue facilities by authorized personnel (45 CFR 164.530(c)).

803.6   SECURITY

Federal   MODIFIED

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1   ELECTRONIC PHI SECURITY

Federal   MODIFIED

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstation when left unattended and shall shut down their workstation when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

DRAFT   Patient Medical Record Security and Privacy - 3

Patient Medical Record Security and Privacy

Personal health information may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, into the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

803.6.2 HARD COPIES

Federal MODIFIED

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An office is unattended when staff is physically outside the specific office area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the office.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Public Records ~~Public Records~~ Officer.

803.7 PHI RECORD REQUESTS

Federal MODIFIED

The following procedures apply to PHI record requests:

(a) Requests and subpoenas for copies of patient records shall be processed by the Public Records ~~Public Records~~ Officer.

(b) The Public Records ~~Public Records~~ Officer or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.

   1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).

(c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.

(d) Requests for records via a valid subpoena do not require that PHI be redacted.

(e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.

(f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

Patient Medical Record Security and Privacy

803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

`Federal` `MODIFIED`

(a) The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to, the following (45 CFR 160.103):

1. PHI or PPI contained in e-mail or other forms of written communication

2. Sharing of PHI or PPI on any website, blog or other form of social or public media

3. Verbal discussions

4. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

`Federal` `MODIFIED`

The Public Records ~~Public Records~~ Officer may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

(a) For the district's use to carry out treatment, payment or health care operations (45 CFR 164.506)

(b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))

(c) Where the PHI is part of a limited data set (45 CFR 164.514(e))

(d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))

(e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c))

(f) To law enforcement as provided in this policy (45 CFR 164.512(f))

(g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))

(h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l))

803.7.3 REQUIRED DISCLOSURES

`Federal` `MODIFIED`

The District must disclose PHI when:

(a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).

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(b)   The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

803.7.4   SUBPOENAS

`Federal`   `MODIFIED`

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

(a)   A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested

(b)   A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested or a Declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested or there is a Qualified Protective Order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the Declaration must establish that:

1.   The requesting party has made a good faith effort to provide written notice to the individual, and

2.   The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection, and

3.   The time for the individual to raise objections to the court or tribunal has elapsed, and

4.   No objections were filed or all objections have been resolved.

5.   In lieu of a Declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that:

(a)   Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.

(b)   Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

803.7.5   RELEASE OF PHI TO LAW ENFORCEMENT

`Federal`   `MODIFIED`

The release of PHI to a law enforcement agency is permitted under the following circumstances:

(a)   In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):

1.   To report certain types of wounds or other physical injuries.

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    2.   In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.

(b)   In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)(2)):

    1.   Name and address

    2.   Date and place of birth

    3.   Social Security number

    4.   ABO blood type and Rh factor

    5.   The character and extent of injuries

    6.   Date and time of treatment

    7.   Date and time of death, if applicable

    8.   A description of distinguishing physical characteristics

803.8 INDIVIDUAL RIGHTS

`Federal` `MODIFIED`

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

(a)   The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))

(b)   The right to receive their PHI confidentially (45 CFR 164.522(b))

(c)   The right to inspect and copy their PHI (45 CFR 164.524)

(d)   The right to request amendments to their PHI (45 CFR 164.526)

(e)   The right to receive an account of disclosures of PHI (45 CFR 164.528)

803.8.1 PHI AMENDMENT REQUESTS

`Federal` `MODIFIED`

Patients have the right to review their PHI records, and if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

(a)   Was not created by the District.

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       (b)   Is not part of the designated record.

       (c)   Is not available for inspection by the requestor pursuant to 45 CFR 164.524.

       (d)   Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for its denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

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ACTION

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