

FARMINGTON HILLS FIRE DEPARTMENT

COMMUNICATION/RESPONSE PROCEDURE

PRIORITY: 1



**STATION NOTIFICATION
TYPE OF INCIDENT**

NO: 1000.1

EFFECTIVE: 09/01/03
(Rescinds version: 11/01/97)

PAGE: 1 OF 2

FIRE CHIEF APPROVAL:

A handwritten signature in black ink, appearing to read "Richard A. ...", is written over a horizontal line.

PURPOSE

To identify the Department's response to an incident based on time of day and type of call.

I. Response

MONDAY - FRIDAY 0730 – 1800 (Not including holidays)
<p>A. DUTY CREW ONLY</p> <ol style="list-style-type: none">1. Medical Emergency/Personal Injury Accident (PIA)¹2. Smoke in the Area3. Odor Investigations (no evidence of fire)4. Automatic Fire Alarms5. Wires Down/Arcing Wires6. Hazardous Material Leaks/Spills7. Non-Emergency Incident (In service)²<ul style="list-style-type: none">Citizen AssistsCarbon Monoxide AlarmsUnauthorized Burn/Open BurningOpen Hydrants³8. Fires not involving structures9. Other incidents not otherwise specified <p>B. FULL OUT-STATION + STATION #5</p> <ol style="list-style-type: none">1. Structure Fires

¹ All expressway incidents will be handled by Station #5 and an out-station determined by location

² Station #5 will handle non-emergency incidents when out-stations are not staffed

³ Duty Battalion Chief or on-duty Fire Fighter will respond and handle

**MONDAY – FRIDAY
1800 – 0730, WEEKENDS, HOLIDAYS***

A. FULL OUT-STATION + STATION #5

1. Structure Fires
2. Medical Emergency/Personal Injury Accident (PIA)¹
3. Smoke in the Area
4. Odor Investigations (no evidence of fire)
5. Automatic Fire Alarms
6. Wires Down/Arcing Wires
7. Hazardous Material Leaks/Spills
8. Fires not involving structures
9. Other incidents not otherwise specified

B. STATION 5 ONLY – IN DISTRICT

1. Medical Emergency/Personal Injury Accident (PIA)²
2. Smoke in the Area
3. Odor Investigations (no evidence of fire)
4. Automatic Fire Alarms
5. Wires Down/Arcing Wires
6. Hazardous Material Leaks/Spills
7. Fires not involving structures

C. STATION 5 ONLY – CITY-WIDE

1. Non-Emergency Incident (In service)³
 - Citizen Assists
 - Carbon Monoxide Alarms
 - Unauthorized Burn/Open Burning
 - Open Hydrants

¹ All expressway incidents will be handled by Station #5 and an out-station determined by location

² Station #5 will handle non-emergency incidents when out-stations are not staffed

³ Duty Battalion Chief or on-duty Fire Fighter will respond and handle

*Applicable Holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day

II. Radio Traffic Protocol

- A. The Dispatch Center shall be designated as "Dispatch."
- B. The calling party shall utilize the following format. "Receiver" from "Sender," i.e., "Dispatch from 100."
- C. Radio traffic that is preceded by "Dispatch" shall be acknowledged by the Dispatch Center and time will be announced
- D. Responders shall record all announced times ("i.e.... dispatch, arrival and returning)
- E. Where circumstances dictate, a deviation from these guidelines is permitted. Dispatch shall contact the Duty Battalion Chief for guidance.