



VERDUGO NUMBERED MEMORANDUM

#02-2015

July 14, 2015

UNIT CONTACT TIMER

Purpose:

This memorandum provides the procedure for those situations where Fire/EMS personnel are on-scene of a working incident and a Personnel Accountability Report (PAR) is needed. A Unit Contact Timer is configured in the Computer-Aided Dispatch System (CAD) to visually prompt Radio Dispatchers of the need to make verbal contact by radio to the Incident Commander (I.C.).

Should the situation warrant a PAR, the Incident Commander will use the timed intervals to support this critical firefighter safety activity.

Policy:

Upon arrival of the first on-scene company and vocal on-scene "size-up" announcement, Verdugo Staff shall commence the Unit Contact Timer in CAD which is to be set at 10 minute intervals.

The contact timer shall be implemented only on working incidents.

When the timer times out, Verdugo Staff shall verbally advise the Incident Commander of the elapsed time only, and the IC shall advise if there's a need to reset. If there is no immediate response from the IC, the timer shall be automatically reset for 10 minutes.