
VERDUGO FIRE COMMUNICATIONS DESK

PROCEDURE 18-1

DATE: JANUARY 29, 2018

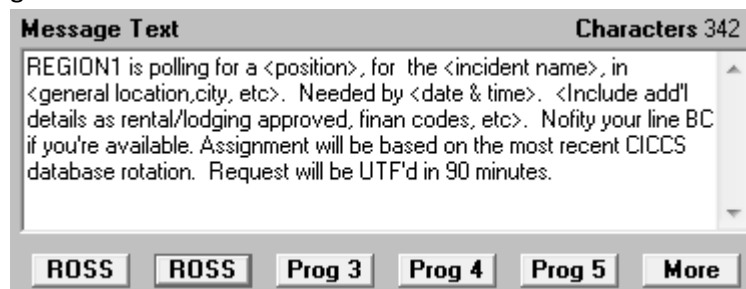
12 MONTH TRIAL PROCEDURE

SUBJECT: OVERHEAD PAGING

REFERENCE: JANUARY 2018 CICC'S MINUTES

OVERHEAD PAGING:

1. Upon receiving a polling request from Region 1 or when a ROSS request is received via ROSS for an overhead request, the following procedure will be followed.
2. Ascertain pertinent information from Region/ROSS, Incident name, location, date and time needed, rental approval, Trainee acceptable?
3. Look at the Catalog and Number of Positions list (located in shared files under "Strike Team and Region 1 toolbox") for qualified personnel. Do we have any?
 - a. If NO, UTF the ROSS request, add a comment that Area C does not have any qualified personnel.
 - b. If YES, send a page through Page-Gate to all qualified personnel listed under the Overhead position requested and to the "VFC CHIEF OFFICER" page group. (Refer to Item 5 for further)
 - c. If trainees are acceptable add them to the page
4. Page-Gate:
Open page-gate and press the first ROSS button and the second ROSS button to populate the following text format:



The screenshot shows a 'Message Text' window with a character count of 342. The text inside the window is a template for a polling request: 'REGION1 is polling for a <position>, for the <incident name>, in <general location,city, etc>. Needed by <date & time>. <Include add'l details as rental/lodging approved, finan codes, etc>. Nofity your line BC if you're available. Assignment will be based on the most recent CICC'S database rotation. Request will be UTF'd in 90 minutes.' Below the text area are several buttons: 'ROSS', 'ROSS', 'Prog 3', 'Prog 4', 'Prog 5', and 'More'.

- a.
5. Paging:
 - a. Page all qualified personnel (and trainees if acceptable)
 - b. Always include the "VFC Chief Officer" page group. This will ensure all Chiefs receive the notification for situational awareness and approval(s).

- c. The following **Page Groups** have been created in page-gate for CICC positions. These 5 groups have over 7 personnel qualified in each position. Additional groups may be added in the future.
 - i. FEMP/EMPF – Fireline Paramedics (CAL and USF)
 - ii. FEMT/EMTF – Fireline EMTs (CAL and USF)
 - iii. STEN – Strike Team Leader (only for use when there are NO STENs on the daily sign-up)
 - iv. STEN – T Strike Team Leader Trainee (only for use when there are NO STEN(T)'s on the daily sign-up)
 - v. REMS – Rapid Extraction Module
 - d. When paging for an overhead position that does not have a pre-established page group. Page every individual qualified (and trainees if acceptable), plus the “VFC Chief Officer” page group. *** If the personnel listed are Chief Officers, just page the “VFC Chief Officer” page group so they don’t get two pages
6. After the page:
- a. Qualified and interested individuals who receive the page from Verdugo will contact their on duty Battalion Chief/Supervisor. ***CALLS SHOULD NOT BE DIRECT TO VERDUGO
 - b. The on duty Battalion Chief/Supervisor will contact Verdugo if an employee is available and approved to respond. No call is required if Employee(s) are not available or if approval is not granted by their Battalion Chief/Supervisor.
 - c. After 90 minutes (from the time of the page) Verdugo will contact the employee(s) being assigned and either fill the request(s) in ROSS with the next person on the rotational list or UTF the request.

Silvio Lanzas, Deputy Chief