



Verdugo Fire Communications Note 19-1

Date: March 18, 2019

Re: Incident Documentation/Second Battalion Chief Response

From: Battalion Chief Murphy

During the most recent Verdugo Task Force Meeting, clarification was requested regarding Incident Documentation and the process for the response of a second Battalion Chief to an incident.

Incident Documentation – False Alarms

Per the Radio Dispatch SOG, “When a field unit *directs* incident information to Verdugo (directed radio traffic), the dispatcher should annotate (‘memo’) the information to the incident as possible. Types of information that may be relayed:

1. Knockdown times
2. Size-ups
3. Injuries
4. Notifications
5. Requests
6. Incident status
7. Unit status
8. Damages
9. Fire contained; fire under”

This information will be documented in CAD. This provides a time stamp as well as confirmation an action was taken if needed in the future. This information should be as concise as possible. For example:

“Verdugo, Engine 21”

“Engine 21, Go”

“Verdugo, Engine 21, this alarm was caused by a malicious pull, system has reset”

Or

“Verdugo, Engine 21, we are unable to reset the alarm. Manager will contact the alarm company.”

Second Battalion Chief – Working Fires

Per the Radio Dispatch SOG, “an additional BC should automatically be dispatched to a **first alarm, full-assignment fire incident** (**STRUCTURE** or **BRUSH**) based on the following circumstances:

1. Responding units advise smoke showing.
2. Still alarm reporting smoke and/or fire showing.
3. Phone calls indicating a working fire.
4. Other-agency notification of a working fire incident.

NOTE: If first unit OS reports incipient fire or light smoke showing, the IC shall be queried if a 2nd BC is needed.”

If any of the four circumstances listed are satisfied **prior to the first unit on scene**, Verdugo will automatically dispatch a second Battalion Chief. If no circumstances are satisfied, it will be the responsibility of the IC to request a second Battalion Chief. Verdugo will ask if the IC would like a second Battalion Chief started.