

SUBJECT: ALARMS RECEIVED BY FIRE DEPT. PERSONNEL	SECTION: 305.05
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PURPOSE

To provide a standardized format for the operation of the Fire Department Communications Systems in the City of Reading, Ohio.

POLICY

It shall be the policy of the Reading Fire Department for members to process Fire and EMS alarm information received through an alternative means of notification, such as, calls to the business phone line, in-person reports, discovery of incidents while away from the station and/or means other than direct contact to the Hamilton County Dispatcher.

PROCEDURE

Whenever fire department personnel receive alarm reports through alternative means of notification, the Hamilton County Dispatcher shall be notified immediately and provided the following information:

- 1) Location of incident.
- 2) Nature of incident.
- 3) The need for dispatch of equipment and/or personnel.

When an alarm is received in person or by phone, efforts should be made to secure and record the name, address and call-back phone number of the person making the report. This information will be provided to the dispatcher upon return of crews from the incident.

RESPONSIBILITY

All personnel shall be responsible for abiding by these guidelines and the procedures contained herein when communicating over the department radios systems.