

SUBJECT: DISPATCH ERROR OR EQUIPMENT MALFUNCTION	SECTION: 305.07
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PURPOSE

To provide for a standard format for the operation of Fire Department communications in the City of Reading, Ohio.

POLICY

Members of the Reading Fire Department, upon experiencing communication equipment malfunction or determining that there is a dispatch malfunction, shall work to alleviate the problem as quickly and efficiently as possible.

PROCEDURE

When a fire department unit discovers or has reason to believe that an equipment malfunction or dispatch error has occurred that would affect normal response, he/she should take the following action.

- 1) Request re-dispatch of the alarm by the Hamilton County Dispatcher. If this is unsuccessful,
- 2) Request dispatch of the alarm by the Amberley Village Dispatcher.

If malfunction of the dispatch equipment is found to be the cause of the error, the Chief and Assistant Fire Chief will be contacted immediately. The shift supervisor will also assure that contact has been made with the appropriate contractor to affect repairs.

RESPONSIBILITY

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