

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 15		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT</b> SINGLE RESOURCE: DISPATCH/MOBILIZATION PROCEDURES	<b>SECTION</b> 03	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 04/29/2009

**I. PURPOSE**

When a single resource position is requested from the San Diego Area Fire Coordinator, the following dispatch procedures will be used by SDFD Fire Communications Center (FCC) personnel. Further deployment procedures included in the Resource Request Guide will be followed by SDFD FCC and Shift Commanders.

**II. SCOPE**

This policy shall apply to all SDFD Personnel.

**III. AUTHORITY**

The Fire Chief authorizes the information within this policy.

**IV. POLICY**

A. Procedure

1. The San Diego Area Fire Coordinator will notify SDFD FCC of the request for resources. At no time should SROC participants contact SDFD FCC to request an assignment or attempt to self deploy.
2. SDFD FCC will determine the nature of the assignment (ie., team vs. single resource request).
3. Team members will be assigned using the team rosters. Team substitutions must be pre-approved per the policy in this document.
4. Single resources will be assigned using a rotational policy
  - a. The rotation in this policy is based on a rotational “last used is last up.” When a participant accepts an assignment, they will be rotated to the end of the list for this position and will be ineligible for this position until this position has been offered to the remaining participants on this list.
  - b. If a participant denies a position or cannot be contacted for an assignment, this will not affect future deployments.
  - c. Trainee positions will be treated as a separate position from the qualified position for this rotational policy.
  - d. An exception to this policy is the Strike Team Leader (STEN) and Strike Team Leader (T) position whose rotation is defined by Operations.
5. Participants will be contacted using Telestaff contact information, which by department policies is required to be kept up to date.
6. SDFD FCC will limit activation of 15 Single Resources (not assigned to a team). This number can be increased or decreased by the Fire Chief or designee based on the established trigger points or at their discretion.
7. Approval for deployment must be approved by the on duty Shift Commander.

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8. Participants are to be given no more than 30 minutes to accept or deny an assignment. If no response is received within 30 minutes, the participant will be marked as unavailable for this assignment and will be rotated to the bottom of the list for this position.
  - a. If a participant declines an assignment, that participant will be skipped per the rotation policy and the next participant on the list will be contacted.
  - b. If a participant accepts the assignment, SDFD Fire Communications Center (FCC) will provide the participant the preliminary information and inform the participant to contact the area fire coordinator directly for resource, incident and travel information.
    - 1) SDFD FCC will direct the participant to call SDFD FCC back with the above information before the participant departs from San Diego.
  - c. SDFD FCC will contact the area fire coordinator to notify them of the resources that have accepted the assignments.
  - d. SDFD FCC will initiate a MACS 420 for each incident.
  - e. SDFD FCC will email, on a daily basis, the status of single resource, strike team and IMT assignments. The email format will include all status changes for the assigned resources for the previous day.
  - f. All strike team leader assignments require a notification via page to Senior Staff