

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 03		DEPARTMENT FIRE-RESCUE
SUBJECT COMMUNICATIONS: EMERGENCY COMMAND AND DATA CENTER NOTIFICATIONS	SECTION 10	PAGE 1 of 3	EFFECTIVE DATE 17 July 2020

I. PURPOSE

This policy defines the notifications required of operations personnel to the Metro Zone Emergency Command and Data Center (ECDC) during normal operations and how to place premise notes in the computer aided dispatch (CAD) system.

II. SCOPE

This policy shall apply to all sworn San Diego Fire-Rescue (SDFD) personnel, except lifeguards.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. Immediate Notification of ECDC

1. If an assigned incident is some distance from the location of the assigned unit and response time would be extensive and/or if the unit encounters conditions which will delay its response (for example, delayed due to heavy traffic or trolley).
2. When a unit encounters an emergency incident while responding to an incident, returning from an incident, or while proceeding to any destination.
3. When a unit responding to an incident is unable to reach its destination.
4. Upon entering the district to which the unit has been "moved-up" to cover.
5. Any emergency encountered that law enforcement is required or desired. The requesting unit shall state why law enforcement is requested.
6. When medical transport is needed, state request as ALS or BLS ambulance and whether the requested unit is to respond code or no-code.
7. When private ambulance arrives at scene or an aero-medical aircraft/helicopter lands.

B. Notification of ECDC - Unusual Circumstances

1. ECDC shall be notified by incident command (IC) of the following situations so proper outside agencies are notified.
 - a. Emergencies involving natural gas or power lines
 - b. Sewer, storm drain, or utility vault explosions
 - c. Emergencies involving liquefied petroleum gas
 - d. Emergencies involving or indicating ruptured oil or gasoline lines
 - e. Emergencies requiring the immediate services of a public utility
 - f. Fire in a US mailbox

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- g. Law enforcement for traffic control
- h. Emergencies involving fatalities
- i. Debris from fire left on public property and/or is a hazard to the public
- j. When the services of any other agency is deemed necessary

C. Routine Notification of ECDC

- 1. The fire unit responsible for completing incident documentation will report the information via the mobile device 'Fire Log' before clearing the incident using the mask provided.
- 2. Inquiries about dispatch procedures will be made to the ECDC battalion chief.
- 3. The reporting company officer shall notify ECDC concerning fires in military housing resulting in damage.

D. Premise and/or Caution Notes for ECDC

- 1. Created when company officers identify locations or areas which demonstrate a potential for violence against fire fighters responding to incidents (for example, threats, excessive gang activity).
- 2. Specific, brief pre-fire information for responding units to be permanently entered into the CAD notes for a given location.
- 3. The following procedures shall be followed to establish a protocol for police cover units to assist companies at incidents:
 - a. Company officers shall complete an email with as much detailed information as possible and forward to their battalion chief for review and approval.
 - b. The battalion chief will forward the premise and/or caution note to SDFD_Premise@sandiego.gov.
 - c. When appropriate, the premise and/or caution note will be forwarded by ECDC to Police Department Communications and evaluated by the appropriate Police Department Area Command.