



Division 03

**Communication and Information
Management/Technology**

Chapter 02 – Career Crew and Medic Unit Pagers

January 2009

POLICY

This order establishes a standard procedure for assignment and maintenance of the pager that is issued to the career crew assigned to each station, medic unit, and paramedic ambulance for the expressed purpose of conducting Fire/EMS related business.

The pager is intended to enhance the dispatch of units by providing emergency incident information to units on the air, aid in prompt notification, and reduce radio traffic. The display lists the text (details) of the incident. This information includes, but is not limited to, the address, the nature of the call, and the incident number.

DEFINITIONS

N/A

PROCEDURES

1. General Guidelines

A pager is issued to the career crew of each station, each medic unit, and each paramedic ambulance. The pager is programmed with two pager numbers. One number corresponds to the station assignment of the actual unit. The second number is unique to each individual career crew/unit, which allows specific messages to be sent. There shall be no alterations/ reprogramming of the pager without prior authorization of the County Fire Chief or his or her designee. Service requests for Medic Units shall be made through the Advanced Emergency

Medical Services (AEMS) office or the on-duty AEMS supervisor. Service requests for the pager issued to the career crew shall be made through the Operations Center or the on-duty Battalion Chief.

Each station/unit shall maintain an adequate supply of the appropriate batteries to ensure continuous operation of the pagers.

The AEMS office shall maintain a consolidated list (based on unit number, serial number, equipment issued, etc.) of medic unit pager numbers. Each Battalion Chief shall maintain a list (based on station, serial number, equipment issued, etc.) of the pager numbers issued to the career crew of each station. This list shall be updated on an as needed basis.

Responsibilities

The Department-issued pager shall be used for emergency incident notification and official Departmental business only.

The officer-in-charge or senior career employee of the crew on duty at the station or on the unit shall be responsible for the pager, and keep it on their person at all times during their shift.

The officer-in-charge of the station or unit shall document the transfer of the pager in the logbook at the beginning and end of each tour of duty.



The career station officer shall be responsible for establishing a procedure that will ensure the security of the pager when career personnel are not on duty or when the Medic Unit is not staffed and in service. The procedure shall include provisions to make the pager available when the career personnel return to duty, or when the Medic Unit/Paramedic Ambulance is re-staffed.

The pager shall be kept on with all audible functions of the pager activated, and shall be available at all times when career personnel are on duty in a station, or when the Medic Unit/Paramedic Ambulance is staffed and in service.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A