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DESIGNATING STATUS PROCEDURE

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It shall be the responsibility of the Company Officer to designate the status of a company. The status of the company indicates whether it will be dispatched to an emergency. It is imperative that the status be clearly understood by everyone. To achieve this, the follow terms will be used as Standard Operating Procedure to designate the appropriate status.

A. The following terms indicate that you are available for immediate dispatch and can respond immediately.

1. Available - This is the primary term to indicate that you can receive calls and respond to an incident. Example: "SC21 is available in quarters" or "SC81 is available on scene".

2. Options within the available status are Special Contact and Move. These terms should only be used when a company leaves its primary response territory.

a. Special Contact - This command will maintain the dispatch of a company into its primary response territory regardless of its physical location but is only appropriate when you are the closest unit to your response territory. Example: "SC21 is Special Contact Station 32 for fuel." Under this condition SC21 would be dispatched into its own territory for any emergency.

b. Move - This command will move the company to the designated station. The company will then become available in the new territory but will not be dispatched into its primary territory (unless it is still the closest unit). Example: "Move SC26 to station 32's territory" Under this condition, SC26 will be dispatched with SC22 to any structure response in SC22's territory.

B. The following terms indicate the company status as not available for dispatch or that it cannot respond immediately.

1. Out Of Service - This term indicates that the company cannot respond to emergencies without first receiving outside assistance. Appropriate uses include mechanical problems that

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cannot be immediately fixed or a sudden reduction in the number of personnel of that company due to a member leaving work because of an emergency. The Battalion Chief shall be notified whenever a company or apparatus is out of service.

2. Occupied - This status designates that the company is not available for immediate response but could become available within a short period of time without outside assistance. Example: "SC24 is occupied at the Waterford Community Center 540 C Street Waterford for public education".
3. Change location - With this command the company remains in an assigned status but the location of the company is updated. This should be used when the company is changing location to get needed equipment or personnel following an incident. Example: "SC23 is changing location to station 31 to reload hose", when the engine must reload before becoming available.

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