NOTES:

1. 2-8-10 will be activated for all Fire & Rescue Alarms during normal working hours Monday thru Friday 7am to 330pm.

2. 2-8-ABLE will be activated for all Alarms during which 2-8-10 is **NOT** in service.
   a. If 2-8-ABLE is **NOT** picked up by 2100 hours, the Dispatcher will notify the Rescue Squad Captain of this problem.
   b. When 2-8-ABLE is in-service, activated and **NO** responses from ABLE driver, Dispatcher is to call driver's home, any time day or night to alert driver of Alarm. ABLE will respond regardless of the ambulance crew status.
   c. 2-8-ABLE will NOT respond on Mutual Aid Alarms unless Specifically Requested by DHFD Incident Commander.
   d. 2-8-ABLE will Signal 9 during Fire Alarms until an Engine or 2-8-10 announces Signal 2 then proceed to the scene location without warning lights & sirens unless requested to do so by the IC, upon Signal 21 all warning lights will be illuminated for Safety.
   e. 2-8-ABLE should avoid arriving first on scene of a Fire Alarm before appropriate Fire Apparatus or Chief Officers.

3. 2-8-MEDIC will be activated & respond for all Alarms 24 hours / 7days.
   a. During multiple Alarms 2-8-MEDIC will respond to the higher level EMD Priority Dispatch Code or at Incident Command's Discretion.
   b. 2-8-MEDIC will NOT respond on Mutual Aid Alarms unless Specifically Requested by DHFD Incident Commander
   c. 2-8-MEDIC will Signal 9 during Fire Alarms until an Engine or 2-8-10 announces Signal 2 then proceed to the scene location without warning lights & sirens unless requested to do so by the IC, upon Signal 21 all warning lights will be illuminated for Safety.
   d. 2-8-MEDIC should avoid arriving first on scene of a Fire Alarm before appropriate Fire Apparatus or Chief Officers

4. Rescue Duty Crews are 7 days a week from 2100 to 0500 hours. The Duty Crew shall NOT be activated for Fire Alarms (i.e. automatic alarms) outside of their normal Company response.

5. Carbon Monoxide Alarms, when applicable, the Duty Crew, ABLE and MEDIC will be activated at all times.

6. The Dispatcher will ascertain from FRES if symptoms are reported.

7. When activating an Alarm, the nearest major cross street (C/S) is to be given. If the Incident Location (I/L) street and cross street (C/S) are smaller streets off a major street then all three streets can be given.
   a. Example: *I/L is School House Way C/S Old Brook Rd off of Carll's Path*

8. Dispatchers shall activate a General Alarm when they receive information regarding numerous patients / injuries, serious nature, multiple calls and / or at their discretion.

9. When Dispatch receives a Second Alarm, they shall contact the Incident Commander (IC) to advise them of this information. If immediate contact is **NOT** made with IC a General Alarm will be activated for the Second Alarm.
   a. A Second Alarm will be announced as such:
      Example: *DHFD on the air with a Second Alarm a Second Signal 16… or DHFD on the air with a Second Alarm a Signal 13…*

10. If Fire Police are requested for a Mutual Aid, the Alarm shall be activated on Chiefs tones for Fire Police to respond.

11. When another Dept. or Squad is operating within the boundaries of the Dix Hills Fire District and notification made to DHFD, the Dispatcher will ask if any assistance is required, if YES then activate as per *SOP 501 Company Alarm Activations*, if NO then a notification via text message will be sent to all Chief Officers and include the **nature, location and handling agency.**

12. All Dispatchers are to monitor and scan all neighboring Department frequencies, Suffolk County Low Band County Activation frequency 46.46, County Weather frequency and Suffolk County Police second precinct and command band frequencies.

13. All Dispatchers are to be aware of Major Events or Incidents taking place within the Huntington Township and neighboring Districts. Notification of such Events or Incidents shall be made via text message to all Chief Officers with **nature, location and primary agency.**

14. Activation of an Alarm begins as soon as Dispatch receives information regarding an emergency, whether by phone, fax, radio, scanner, passing motorist, etc. All Alarms will be activated as per *SOP 501 Company Alarm Activations*.

15. Once any Alarm has been activated, then cancelled (by police, county or complainant) the Chief (IC) or First Responder shall be notified and continue to the scene for verification. If **NO** Chief (IC) or First Responder then 1 unit from the closest Station will respond for verification.

16. For any Rescue Alarm (Signal 16) where a request for a Fire apparatus, equipment or manpower is needed, a second run number will be assigned and activated as such:
    a. Example: *DHFD on the air with a Signal 23 manpower needed at the scene of a Signal 16…*

17. Any time a DHFD member or members family requires any Emergency Assistance, a General Alarm shall be activated for a Signal (fire/rescue) "**A"** anytime, day or night.

18. When requesting a Helicopter, the Incident Commander (IC), will first request Aviation through the Suffolk County Police Officer on scene. If **NO** SCPD police on scene, Dispatch will contact FIRECOM and request Aviation. This policy shall follow Suffolk County EMS procedures for the "Request of the Medivac Helicopter". When DHFD is Operating on the Northern State Parkway & a Medivac request is made to Dispatch by Incident Command, Dispatch will request a SCPD sector car to respond to the Incident Location (IL) for Communication purposes with the Medivac Helicopter.

Additional Information

Signal 3's

1. All Signal 3's are to be General Alarm activations.

2. Before a Signal 3 is activated, an attempt to notify the Incident Commander shall be made, if **NO** immediate contact is made activate the Signal 3 with General Tones.

3. The **Rescue** Alarm Signal 3 time will be 2 (two) Minutes from activation time. The **Fire** Alarm Signal 3 time will be 6 (Six) Minutes from activation time.

4. The Crew Call In System is up and running. If members are called in, even at different Stations and (1) is a Driver and (1) is an EMT **NO** Signal 3 is needed. If **NO** Crew is called in by 2 Minutes notify Chief (IC) or First Responder of the time, crew status and orders. If **NO** Chief (IC) or First Responder, activate a Signal 3.

5. If after the Signal 3 (4 Minute elapses time) there is **NO** crew available (either in house or via call in system) immediately notify the Chief (IC) or First Responder for orders. If **NO** Chief (IC) or First Responder a request for Mutual Aid (Signal 24) from the closest neighboring Dept. will take place.

6. If DHFD requests a Mutual Aid from a neighboring Dept. (DHFD can NOT muster a crew) it will be understood, that the Mutual Aid Dept. is now handling the Alarm. **NO** additional Signal 3's will be activated by DHFD.
    a. If the Mutual Aid Dept. advises DHFD they can **NOT** assist / handle our Alarm, Dispatch shall activate a Second Signal 3 and request Mutual Aid from a different neighboring Dept.

7. The Paramedic and Driver (Volunteer, Employee, Chief or Able) constitute a Crew and will be used as needed for transports if after the Signal 3 there is **NO** other response. When these options are available to make up a Crew the request for Mutual Aid shall **NOT** take place. Responding units may be diverted to the closest Station to Drive the Ambulance in order to make the Crew.

8. Between the hours of 2200 – 0500, discretion must be allowed, based on present weather conditions for the activation of a Signal 3.

9. If initial Alarm was NOT activated correctly, mechanical problems or "stepped on", the Alarm shall be reactivated / resounded as a resounding **NOT** a Signal 3.
    a. Example: *DHFD on the air with a resounding of a signal …*

10. **NO** Signal 3 will be activated on a Mutual Aid (Signal 24 /…) request, unless a Chief Officer (IC) requests it. Dispatch will contact the requesting Dept. or Squad that DHFD **will NOT** be responding, **NO** response.

Signal 12's

1. The Fire Weather Index (FWI) information shall be indicated in the log book each day between May 1 and September 30. The information is announced by County FRES on Low Band Frequency 46.46 during the 8X4 shift after 1200 hours.

2. The information to be recorded is the FWI (low, moderate or high), Drought Index, 10 Hour Fuel Moisture and Wind Speed.

3. The following information shall be relayed to the Chief Officers via text message, when the FWI is High.

Signal 13's

1. Any Fire in or against a structure or "smell of smoke" is a Signal 13.

2. When a Signal 13/35 is confirmed by a DHFD responding unit, the Alarm shall be resounded as a General Alarm **NOT** a Signal 3.
    a. Example: *DHFD on the air with a resounding of a signal 13/ 35…*

3. A confirmed Signal 13/35 shall result in the following notifications:
    - Signal 10 (PD) and Signal 11 (Electric & Gas)
    - TOH Fire Marshall Office
    - Suffolk County PD Arson (need priority code from IC)
    - TOH Coordinator
    - TOH Building Inspector
    - Confirmation of a Rapid Intervention Team request
    - Confirmation for In House Stand By Crews

4. Automatic School Alarms shall result in the following notifications:
    - Signal 10 (PD)
    - School Security
    - School Representative
    - Confirmation by school personnel (if hours appropriate) of evacuation

5. Any Signal 13/35 within the boundaries of the Dix Hills Fire District during the weekday hours from 0700 to 1530 shall result in the immediate release of all District Employee's for additional manpower.

6. Any Signal 13/35 within the boundaries of the Dix Hills Fire District shall result in the immediate notification via text message to all Chief Officers with the **nature and location.**

Signal 16's

1. Suffolk County Signals (Signal 16 codes 51-58) or Plain Language Presenting Problem is to be used during Alarm activation. Any additional information shall be relayed to the responding units upon Signal 2.

2. **NO** EMD Priority Dispatch codes (Alpha, Bravo, Charlie, Delta or Echo) will be used on Alarm activation.

3. All Rescue Alarms will be activated using the same Dispatch Procedure, Non descriptive, Non distinctive in nature
    a. Example: Received by FRES as 6-D-1 (severe respiratory distress) will be activated as a Signal 16/52 or 16 - Respiratory. Received by FRES as 18-A-1 (headache) will be activated as a Signal 16.

4. Do **NOT** use the following: "elderly", "sick" or other negative descriptions on Alarm activation.

5. **NO** location will be given on Alarm activation of "Victim of Violence". The location will only be given to Chiefs (IC) or First Responders, who will stage away from the Incident Location (I/L). Only after notification from County or FRES Dispatchers that the scene is secure, shall responding units proceed to the location. **Under NO Circumstances Shall a DHFD Unit Arrive on Scene Before The Police.**

6. Rescue Duty Crews will be activated on all Rescue Alarms from 2100 – 0500 hours with exception of Holidays and discretion from the Chiefs Office.

7. Duty Crews will be activated for all ALPHA, BRAVO & CHARLIE alarms, DELTA & ECHO alarms will be activated General Rescue.

8. When activating a Signal 16/23 MVA, Dispatch shall state Heavy Rescue, Hurst Tool or any other adjectives (overturn, ejection, etc) on Alarm activation. Any additional information shall be relayed to the responding units upon Signal 2. Upon confirmation of a Heavy Rescue, Dispatch shall ask if the Incident Commander IC would like the Alarm resounded.

Signal 24's

MUTUAL AID TO A DEPT:

1. A Mutual Aid request from another Dept. will be activated as such:
   a. Example: *DHFD on the air with a Signal 24 on a Signal … (Fire or Rescue) to … Dept.*

2. If, after 2 (two) Minutes from activation time, **NO** crew for the Mutual Aid, Dispatch shall notify Chief (IC) for orders, if **NO** Chief (IC), Alarm will be given back to the requesting Mutual Aid Dept. stating **NO** Crew **NO** Response.

3. A Mutual Aid request for Advanced Life Support Intercept (ALS Intercept), the Alarm shall be activated as a Signal 24/16 ALS Intercept.

4. If requested for Advanced Life Support Intercept (ALS Intercept), The department will respond first with the Able car if staffed with an ALS provider or an ALS provider using one dept ambulance.

5. The Duty Crew, ABLE and / or Medic shall **NOT** respond on Mutual Aid Alarms (Signal 24/16's). They shall stay Signal 9 at Respective Stations, unless requested to respond by a Chief Officer. **Activate a General Alarm, Do Not Announce Duty Crew, ABLE or MEDIC to respond.**

MUTUAL AID FOR DHFD:

6. If DHFD **can NOT** muster a crew of any kind (Paramedic and Driver, Chief and ABLE, ABLE and Driver, Paramedic and District Employee, Volunteer Crew, etc…) and the elapse time is 4 (four) Minutes or greater: first notify Chief (IC) or First Responder for orders, If **NO** Chief (IC) or First Responder, Dispatch shall request Mutual Aid from the closest neighboring Dept. without further delay.

7. If DHFD requests a Mutual Aid (signal 24) from another Dept., the Dispatcher shall notify all Chief Officers via text message the **nature, location and agency handling.**

Signal 10

1. Signal 10 (PD) shall be notified to respond if **NOT** already on scene or notified.

Signal 19's

1. The nightly Signal 19 will be activated at 1855 hours, unless an Alarm is in progress. The Dispatcher will first notify any unit returning to quarters or ambulance transporting that a Signal 19 will be activated.

2. This nightly Signal 19 will be activated on Suffolk County Low Band frequency 46.46 & DHFD Ultra High Band frequency 476.950.

3. The nightly Signal 19 will be limited to the following: Duty Chief, Duty Crew, regularly scheduled meetings and any message from Chief Officers, Company or Rescue Captains.

4. A Signal 19 notification shall not occur more than 2 days prior to the date of the event.

5. Pager test schedule:

   - Sunday……...**Chief's**…….**General**……..**Chief's**
   - Monday……..…..**Chief's**…….Company 1,2,3……...**Chief's**
   - Tuesday……..…..**Chief's**…….**General**……..**Chief's**
   - Wednesday…….**Chief's**…….Company 1,2,3……...**Chief's**
   - Thursday……...**Chief's**…….**General**…….**Chief's**
   - Friday……..**Chief's**……..Company 1,2,3……..**Chief's** & County Fire Com
   - Saturday……..**Chief's**…….Company 1,2,3……..**Chief's**

6. County Control Fire Com will activate a Signal 19 on Friday at 1930 hours.

7. Commack F.D. will activate a Signal 19 on Tuesday at 1130 hours & DHFD will activate Signal 19 for Commack F.D..

Notification of Chiefs, Company/Squad Officers and Members

1. When Dispatch is notified that a member is ill or hospitalized, the Chiefs, Company Officers and Benevolent Officers will be notified in a timely manner via text message or telephone.

2. When there is a Signal "1" in Suffolk County, all Chief Officers shall be notified via text message.

3. Any 13/35, Major Heavy Rescue or Major Event or Incident within the boundaries of the Dix Hills Fire District shall result in the immediate notification via text message to all Chief Officers with **nature, location and pertinent information.**

4. Any Major Event or Incident taking place within the Huntington Township and/or neighboring Districts shall be relayed via text message to all Chief Officers with **nature, location and primary agency.**

5. Chief Officers, Company/Squad Officers shall be notified when any apparatus / equipment assigned to their Company is removed from service via text message.

6. All Captains, Company and Squad have authority to activate a Signal 19 for notification to Company or Squad members for trainings, meetings or other relevant Dept. or Company and Squad issues.

7. All Chiefs will be notified daily after signal 19 with duty chief and duty crew information.