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**D-4 DISPATCH FORMAT**

**PURPOSE:**

To provide a consistent verbal dispatch format.

**PROCEDURE:**

All dispatching shall be done from the Dispatch Talk Groups. Dispatch formats shall be consistent at all times. The format for dispatching shall be as follows:

“In District 5, for Medic Engine 5S and Medic 4, Medical Aid, Chest Pains, at Costco, one zero one Town Center Parkway, map page 2833A Alpha, cross of Mission Gorge Road, Command 1, Tac 1”.

Or generically:

District, assigned unit(s), Incident Type, brief description, business or other landmark name (if applicable), address (once with individual address numbers), map number/supplemental map, cross street, radio channel(s).

This format shall be used for all types of dispatches. Wildland Fires shall be dispatched with their dispatch level (i.e. “Medium Wildland Dispatch”).

Field units shall be advised of any other agencies responding with them at the time of dispatch. Other agencies include, but are not limited to, law enforcement and private ambulance companies. When it is known, the code of the other agency response shall also be given to the responding field units.

All units assigned a call shall be given during the dispatch. This includes units from agencies outside the zone or our member agencies.

There will be no repeating of the dispatch after the initial dispatch. A verbal dispatch will be done on **ALL** calls.

Whenever there is a change in the units originally dispatched, this information will be given to the responding units on the assigned command channel and the call will be re-encoded with no voice dispatch.

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REVISED: 11/19/04

REPLACES: 06/20/02

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ADMINISTRATIVE APPROVAL

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HCFA DIRECTOR