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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:

"Utilize the alert tones (3 short beeps) (HCFA P&P #C-12) then verbalize:

"In SNT, for Engine 5 and Medic 5, Chest Pain, one zero one Town Center Parkway, at Costco, cross of Mission Gorge Road, run map 2833A Alpha, Command 1 Charlie, 1 Delta, 85 YOF at the Customer Service Desk."

You may also say the name of the Business before the address

Or generically:

"In area, assigned unit(s), nature code, address (once with individual address numbers), business or other landmark name (if applicable), cross street, run map/supplemental map, radio channel(s), supplemental information."

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

Aid to allied agencies will be prefaced with "Aid to Monte Vista, San Diego or Chula Vista" as appropriate.

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.

There will be no repeating of the dispatch after the initial dispatch. A verbal dispatch will be done on **ALL** calls. On-Duty Supervisor (ODS) discretion to adjust this for high activity.

Whenever there is a change in the units originally dispatched, this information will be given to the highest ranking responding unit, on the assigned command channel.

The dispatcher who is assigning the call is responsible for determining that the appropriate CAD unit selection has been made, according to the level of response that was entered, and that the correct channels are selected.