

Manhattan Fire Protection District

Standard Operating Procedure	Section: ADMINISTRATION	Page 1 of 1
	Subject: Receiving request for Assistance at the station	Date 2-26-07 Revised 2/6/09 SOP# 105-1

PURPOSE:

To ensure that all members of the Manhattan Fire Department have knowledge of minor alarm incidents that which the on-duty crew will respond to. This it will allow all members to know that the station is now unmanned, and that they will have to respond to the next alarm.

SCOPE:

This procedure will apply to all personnel who answer the phone and receive information from a caller in regards to a minor alarm incident.

ENFORCEMENT:

The primary responsibility for adherence to this policy rest with each individual.

APPLICATION:

When a call for assistance comes into the station via the normal business line the call taker shall take down the address and callers name. The call taker, after notifying other on-duty members, shall contact Lincoln Way Dispatch via phone, (815)469-6482, or via radio, that you have received a service call request, you will be responding single company only, and you are requesting tones to be activated.

Signature Chief Dan Forsythe Date 2/6/09