

The Woodlands Fire Department Operational Guidelines

SR-09 – UNIT SUBSTITUTION

1.0 PURPOSE

- 1.1 To ensure adequate coverage of The Woodlands community when apparatus are out of their still alarm response area for training, department business, PR events, etc.
- 1.2 To provide a consistent means for appropriate unit substitution.

2.0 UNIT SUBSTITUTION

- 2.1 It is understood that TWFD apparatus will routinely be required to leave their still alarm response districts for purposes of training, meetings, department business, certain public events, etc. During such times it will be necessary for some apparatus to cover calls occurring in another station's response area.
- 2.2 It is the responsibility of the Company Officer that is outside of his response district (or otherwise unable to make a response for any other reason) to ensure that any call to which his apparatus is dispatched is covered by the most appropriate apparatus.
- 2.3 It is the responsibility of the Company Officer that is outside of his response district to ensure that the on-duty Battalion Chief is informed that the unit will be out of district.
- 2.4 Unless a unit is placed 'Out of Service' in CAD, the company leaving their territory will continuously monitor the primary dispatch channel (County 1).
- 2.5 When dispatched to a call that requires a substitution, the responsible Company Officer or his designee will immediately contact Fire Com via the primary dispatch channel (County 1) and ask the dispatcher to dispatch the next-due apparatus.
- 2.6 If the Company Officer has direct knowledge that the next-due apparatus is also committed or unavailable, he may request that a specific unit be dispatched. Under normal circumstances, however, the decision will be made by the run card in the CAD which maintains the order of apparatus based on distance.
- 2.7 If an apparatus travels outside of their still alarm response area and is unable to respond to still alarm responses for an extended period of time (i.e., greater than one hour), the Company Officer will advise Fire Com to place the apparatus Out-Of-Service in CAD upon leaving the response area, and back In-Service upon returning to the district.
- 2.8 The Company Officer or his designee may call surrounding stations to advise that they will be out of district, however this is only a courtesy and those stations will be under no obligation to monitor County 1, or to self-dispatch.