

## First Aid Contractors – Procedures Regarding Fire Centre Dispatch

1. Check in with Fire Centre Dispatch when you are en route to a fire. You will be asked to confirm your manifest, ETA to the fire, and a next check in time. The standard check in for any fire related operations is every 2 hours.
2. Check in with Fire Centre Dispatch when you arrive on site of the fire. Tell the dispatcher what time you will be checking in next (2 hour intervals) and when they can expect to confirm the full manifest you have on site.
  - i. Example: If you arrive on site for the day at 08:30, tell Fire Centre Dispatch that you are on site, and will call by 09:00 (for example) with the full site manifest. Your next safety check-in can then be for either 10:30 or 11:00 – your choice depending on the schedule you have established on site.
3. Check in with all crews on site and as they arrive. Collect a full site manifest to read to Fire Centre Dispatch. *“Manifest on site is Bighorns 20-pack, Nakimu Delta 5-pack, P57, Sierras 19-pack, Treeline 01 5-pack, 2 water tenders, 1 dozer, Keldam First Aid 2-pack”...* etc. What works best for dispatchers is to read it all at once and then make any amendments or updates throughout the day.
4. Our radio procedures are for you to call into Fire Centre “Kamloops Fire Centre, Boulder First Aid” and wait for the dispatcher to answer you (note whether they have said “go ahead” or to “standby”).
  - i. Dispatchers are often monitoring multiple zones and radio channels and may be dealing with other crews or helicopters so if you give your check in without being told to go ahead, the dispatcher will likely not have copied what you said.
5. If you have cell service and want to phone into the Fire Control Room and speak to your dispatcher that way (sometimes easier when having to go over names or complicated changes on manifests), that is absolutely fine with us, but please ask for your dispatcher right away so that you don’t have to repeat yourself. Kamloops Fire Centre has 7 zones (Clearwater, Kamloops, Salmon Arm, Vernon, Penticton, Merritt, Lillooet) so ask for the dispatcher for the zone or fire number you are assigned to so that you can speak to the appropriate person who will know what you are talking about! (You are automatically speaking the correct dispatcher on the radio)
6. Maintain regular 2 hour check ins throughout the day. Also advise Dispatch if/when manifests change (crews or equipment coming or leaving, or if crew members are substituted). This may be done at the time of the change or saved for an hourly update if there are several changes and radio traffic is heavy – some discretion can be used here.
7. Check in with Dispatch when you are leaving the fire for the day. Tell the dispatcher that all crews are off the fire and are en route to good roads and the ETA to good roads. Finally, all crews (firefighters, single resources, first aid) should be checking in to Dispatch when they are on good roads requiring no further check ins. We assume that the First Aid truck is the last truck out so if we have not heard from all crews by the time First Aid checks in on good roads, you may be asked whether you are able to confirm if a crew made it to good roads – confirm if you can, but only if you are sure.