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| **SOP# 301 Approved By:**  **Field Communications**  **Effective: June 30, 2016**  **Updated: N/A Chad Newland**  **Reviewed: June 30, 2016 Operations Manager**  **RESOURCE LOG ON/OFF** | |
| POLICY | ConFire-EMS will maintain accurate crew, vehicle and contact information for all on-duty units at all times. |
| PURPOSE | To provide a consistent and accurate daily log-on and tracking process for personnel by unit and vehicle ID. |
| PROCEDURE |  |

1. **LOGGING UNITS ON/OFF CAD**
   1. Beginning of Shift Procedure
      1. Each dispatcher is responsible for logging on/off resources in their division of responsibility and shall ensure the following information is accurate and true:
         * Correct resource vehicle ID and unit
         * Correct personnel
         * Correct shift type and duration
      2. The dispatcher will notify units logging on of any adverse hospital statuses or pending road closures.
   2. Beginning of shift and off-duty times may vary and are the dispatcher’s responsibility to update and track in CAD.
      1. Crews will be given 20 minutes past their scheduled on-duty time to log-on with their divisional dispatcher and be call-ready.
         * Should the crew not log-on or advise of reason for the delayed log-on, dispatcher will contact the Divisional EMS Supervisor.
   3. End of Shift Procedure
      1. Dispatcher will make an effort to post units nearing OD time, close to their area of deployment.
      2. During the last hour of a unit’s shift, the dispatcher will double post off going units with crews that have later OD times in an effort to mitigate holdovers.
         * Dispatchers will double post units in the last hour of their shift in accordance with the requirements set forth in the System Status Plan.
      3. Dispatch is able to release crews for OD PREP at 30 minutes prior to the end of their scheduled shift
         * The division system must maintain status 2 in order to release unit for OD PREP
      4. FINAL OD will be granted 10 minutes prior to the end of a unit’s scheduled shift as levels allow.
   4. Demand data is vital to efficiency and therefore all units must be logged off “real time” as they are cleared for end of shift. It will be the dispatcher’s responsibility to manage and correctly log units on and off in CAD.
   5. Daily Unit Hour sheets will be filled out completely for each division and submitted to On Duty Lead or Supervisor upon completion.