

Miami Township Fire and EMS Operating Procedures



TITLE:	MOBILE DATA COMPUTER OPERATING PROCEDURE	#1501	
EFFECTIVE DATE:	04/23/2015	DATE AMENDED:	
REVIEW DATE:	10/23/2015	APPROVED BY:	Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect until superseded.

PURPOSE

Establish an Operating Procedure (OP) for the operation and maintenance of the Mobile Data Computer (MDC).

This Procedure will help to ensure that communications between Miami Township Fire and EMS (MTF&EMS) personnel and the dispatchers of the Clermont County Communication Center (CCCC) are conducted within existing policy, procedure, and rules and regulations.

SCOPE

This Procedure applies to all MTF&EMS personnel who will respond on apparatus equipped with a MDC.

DEFINITIONS

Fire Ground Talk Group

A radio channel for fire ground operations or other communications necessary of an emergency incident.

Mobile Data Computer

A vehicle-mounted computerized device used to communicate with and between the CCCC and emergency personnel during emergency response, as well as any relevant uses related to tasks and actions deemed necessary by the user as part of departmental operations.

Official Data Transmission

Any data transmission pertinent to lawful fire department function(s) that does not violate other sections of this Procedure.

Clermont Fire One

A radio channel of for routine unit-to-dispatcher communications.

PROCEDURE

A. General

1. Data transmissions via the MDC are limited to data described as "official" in nature.
2. Access to the computer database(s) is limited to official queries only in which there is a right to know and a need to know.
3. MDC data transmission content shall meet the same requirements as radio transmissions.
4. No unauthorized person may change, or attempt to change, any hardware or software configuration or add or delete hardware or software to the MDC laptop. All computer equipment/software shall be available for inspection whenever necessary.



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- a. No unauthorized or non-department related programs shall be installed on the MDC.

B. Functions

1. Utilization of a MDC by MTF&EMS will be related to calls for service, status changes, and Computer Aided Dispatch (CAD) inquiries.
2. The use of the MDC will allow for the transmission and receipt of, but is not limited to the following information:
 - a. Incident information, incident notes, incident times, premise information, preplan information, long lay information
3. The preferred method of unit status changes is to be conducted via MDC rather than voice transmission.
 - a. The status of any unit may be determined via the MDC utilizing the "Status Display" feature.
4. Apparatus equipped with a MDC shall make changes in their status which includes, but is not limited to:
 - a. Acknowledge, Responding, On-Scene, Staging, Transporting to the Hospital, Arrival at the Hospital, Clear, Available in District, Out of Service.
5. All responding units shall conduct verbal status changes on the assigned Fire Ground Talk Group for the benefit of other emergency responders.

C. MDC Dispatch Procedures

1. Fire And EMS Incidents
 - a. Unit(s) will be contacted by radio and/or the station alerting system, and will be advised of the nature and address of the incident.
 - b. Acknowledge:
 - Acknowledging a call via the MDC shall only be done as needed when the time to respond is expected to take longer than usual. Acknowledging the call via the MDC or radio will discontinue the two-minute timer.
 - c. Responding:
 - ALL responding units shall use the MDC to mark their unit "ENROUTE", rather than a voice transmission over Clermont Fire One, if an MDC is available.
 - If the primary responding unit fails to respond or acknowledge within two minutes, a second tone will be sent by the dispatcher.
 - Secondary responding fire units shall advise of their status in accordance with the *Staffing Operating Procedure #402*.



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- d. Staging:
 - A "STAGE" status via the MDC shall only take place when a unit will not respond directly into the scene. Typically, these type incidents are EMS in nature.
 - Once requested into the scene, the unit shall utilize the MDC when "ON-SCENE".
 - Level One Staging is considered the same as "ON-SCENE".
- e. Arrival At The Scene:
 - The first arriving unit shall provide a size-up via radio transmission on Clermont Fire One for any incident that requires an on-scene report or the establishment of command.
 - Secondary arriving unit(s) shall advise of their status on the assigned Fire Ground Talk Group.
- f. Unit Availability:
 - All primary and secondary units will "CLEAR" the incident via MDC on an individual basis.
 - Upon completion of the incident, the Incident Commander or the last unit remaining on the scene will clear the assigned Fire Ground Talk Group on Clermont Fire One via radio transmission, as well as marking "CLEAR" on the MDC.
- g. Additional Incident Information:
 - Additional incident information will be provided to the responding unit(s) via the MDC or radio by the dispatcher.
 - Any request for services (utilities, police, etc.) should be relayed by radio to the dispatcher on Clermont Fire One.
- a. MDC Problems:
 - If at any time a unit is having MDC or CAD connectivity issues, the unit will revert to utilizing voice transmissions as necessary to ensure proper status changes.

D. Use And Safety

1. The use of the MDC by the driver of any apparatus/vehicle shall be done with due regard to public safety. Tactile use of an MDC is discouraged whenever is vehicle is in motion.

E. Reliability

1. The MDC must maintain a connection to a cellular service for access to the internet to be effective.
2. The MDC should be checked regularly (morning and evening) for connectivity.



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- a. The District 26 supervisor should check the status of the MDCs in the morning and evening to ensure that each unit is connected.