

SECTION THREE – PAGING OF OFFICERS

INTRODUCTION

In the same way that there are clear guidelines for mobilising fire appliances and crews to incidents, there must be a similar policy for informing and mobilising officers. This order sets out the appropriate guidelines for informing officers of incidents.

LEVEL 2 INCIDENT COMMANDERS

The role of Level 2 Incident Commander will be carried out by the 42 hour Station Officers indicated on the Officers Rota. The Level 2 Incident Commander will be contacted via pager by Fire Control for operational incidents in accordance with Section 2 of this order “Mobilising for Incident Command”

SPECIALIST SUPPORT OFFICERS

The role of the Specialist Officer will be carried out by certain trained officers conditioned to the flexible duty system, nominated in rotation and indicated on the Officers’ rota.

The Officer will be contacted by pager by Fire Control for either an operational incident or for administration purposes.

On receipt of pager calls, Officers will contact Fire Control for information. For operational mobilising calls Officers will book mobile to the incident.

CONTINGENCY OFFICERS

The role of Contingency Officers will be carried out by selected Assistant Divisional Officers nominated in rotation and shown on the Officers’ rota.

The Officer will be contacted by pager by Fire Control for either an operational incident or for administration purposes.

On receipt of pager calls, Officers will contact Fire Control for information. For operational mobilising calls Officers will book mobile to the incident.

PRINCIPAL OFFICERS

The role of Level 3 Commander will be carried out by Divisional Officers nominated in rotation and shown on the Officers’ rota.

The Officer will be contacted by pager by Fire Control for either an operational incident or for administration purposes.

On receipt of pager calls, Officers will contact Fire Control for information. For operational mobilising calls Officers will book mobile to the incident.

EXECUTIVE OFFICERS

The role of Executive Officer will be carried out by Assistant, Deputy or Chief Fire Officer, nominated in rotation and shown on the Officers' rota.

The Executive Officers will be e-mailed daily at 1000 hours by Fire Control advising them of:

- All appliance availability changes in the preceding 24 hours.
- Wholetime crewing at each station for the current day and previous night shift.
- A summary of all incidents during the previous 24 hours highlighting failed attendance times and/or confidence levels.

INFORMING OF OFFICERS

All officers will be informed in accordance with the details in the attached table "Paging of Officers".

GENERAL

- Contingency and Specialist Support Officers travelling out of their normal area should book mobile to the area they are going to, to enable Fire Control to identify officers who are nearest to any incident. There is no need to book in and out on local journeys.
- Officers will confirm with Fire Control that they have received the initial pager message related to all operational incidents.
- Group paging should not be used for operational incidents other than the Executive Officer Group.
- Officers should close at home address either on home telephone number or pager contact by arrangement with Control.
- The pager system may be used for individual messages of an administrative nature.

PAGING OF OFFICERS

INCIDENT/INSTANCE	INCIDENT COMMAND	CONTINGENCY OFFICER	PRINCIPAL OFFICER	EXECUTIVE OFFICER
Level 2 Incident Commander Committed/ or Available		X		
Level 2 Command Instigated at an Incident		X	X	
Level 2 (Contingency Officer) Committed/or Available			X	
Level 3 Commander Committed/or Available				X
Level 3 Command Instigated at an Incident				X
Persons Reported (Confirmed) and Fatalities		X	X	X
All Make Ups of Three Pumps or Over		X	X	X
All RTA'S Persons Confirmed Trapped		X	X	X
Incidents Involving Hazardous Substances			X	X
Incidents Likely to be Protracted	X	X	X	X
Incidents of Unusual/Special Interest	X	X	X	X
Distress to Breathing Apparatus Wearers and Dangerous Occurrences			X	X
Bomb Warnings			X	X
Animal Rescues			X	
Fires Where Fire Investigation Officer Required			X	
Incidents Where Special Apps Are Mobilised (Other Than RTA's Unless Persons Confirmed Trapped)			X	
All Personnel/Vehicle Accidents			X	X
Failure or Communications/Mobilising System		X	X	X
Wholetime Staffing Levels – If Below Minimum (inc Officers)	X	X	X	X
Wholetime Apps/Specials off the Run	X	X	X	X
Complaints Against The Brigade Outside Office Hours			X	X
Complaints Related to Fire Safety in Premises Outside Office Hours			X	
Break-Ins and/or Damage to Fire Service Premises			X	X
Flash Weather Warnings	X	X	X	X
Severe Flood Warnings	X	X	X	X
When Six or More Retained Appliances Are Off The Run	X	X	X	X
Any Significant Press Enquiries			X	X
Elected Member Enquiries				X
Number One – Level Two Incident Commander Committed/Or Available	X			