

Snohomish County Fire Chiefs Association

RECOMMENDED GUIDE LINE DOCUMENT 20-04-07.a

SNOHOMISH COUNTY'S UNIVERSAL APPARATUS AND PERSONNEL IDENTIFICATION NUMBERING SYSTEM

1.0 PURPOSE:

- 1.1 These definitions have been developed to establish common terminology and identification of responding personnel and resources to all emergencies in Snohomish County.
- 1.2 The intent of these definitions is to best match the apparatus and / or personnel to their primary duty or function. Many personnel or apparatus may have more than one capacity because of training or equipment carried. This policy is to minimize confusion when resources are asked for, and the perception of what those resources are by those dispatchers, agencies, or personnel being asked.

Example:

Engine 21 (E-21) which is primarily classified and defined as an engine and carries trained personnel and equipment for rescue activities as defined as a Rescue Unit. The primary function and responsibility of E21 is as defined as an Engine. Therefore it would be identified as an Engine. For dispatch purposes when a Rescue Unit was called the Dispatch Fire Resource List is written to recommend E21 for Rescue responses. This Unit would still be identified on the radio and on the scene of an emergency as E21.

2.0 AGENCIES AND PERSONNEL AFFECTED

- 2.1 All fire departments
- 2.2 Sno. Co. Fire Marshals Office
- 2.3 Communication Centers (SNOCOM and SNOPAC)

3.0 REFERENCES

- 3.1 National Fire Protection Association (NFPA)
- 3.2 Washington Administrative Code (WAC)
- 3.3 Snohomish County Fire/EMS Resource Plan
- 3.4 Fire Command, Incorporated

- 3.5 Webster's New World Dictionary 3rd College Edition
- 3.6 SNOPAC Fire Radio Procedures Manual
- 3.7 SNOCOM Fire Radio Procedures Manual
- 3.8 Northwest Region Fire Resource Plan
- 3.9 Three Passport™ Accountability System, Personnel Accountability in Sno. Co.

4.0 AUTHORITY / REVISIONS

- 4.1 Changes and revisions to this document are to be authorized by the Snohomish County Fire Chiefs Association. All revisions to this document are to be reviewed by SNOCOM and SNOPAC with all recommendations to be forwarded to the Chiefs Association prior to adoption. It is the intent that all communication agencies will adopt this policy as proposed and adopted by the Chiefs Association.

5.0 COMPUTER AIDED DISPATCH

- 5.1 The use of a computer aid dispatch (CAD) system is currently in use by the entire county. Two CAD systems make up the county's dispatch centers. SNOCOM serves Lynnwood, Edmonds, and Snohomish County Fire District 1, SNOPAC serves the remaining fire agencies in the county. These two systems use the same architecture as it relates to Unit type code entries.
- 5.2 Each apparatus shall be identified by its primary function in the first character of the apparatus type code. Variations of that unit's configuration, equipment, or personnel shall be identified by the second character. The first listed apparatus type code field shall be a single digit only where possible. The remaining nine possibilities may contain character identifiers that meet the minimum requirements as outlined in the apparatus definitions listed herein. It is important that each agency follows the definitions listed to the letter with no deviation. Each agency lists station response orders with the understanding that other agencies resources meet the minimums outlined and can expect the definition listed as the resource that is responding to the alarm.

The following is an example of Unit type code mask used in CAD

UNIT Unit: E71_Jurisdiction: AF
 Dispatch Group: AF71_Quarters: AF71
 Type: E_ or EA or EP or P_ or __ or __ or __ or __ or __ or __*

Note: In this example E71 is logged with four different type codes, meeting each of the definitions below for each type code. It could have a total of 10 type codes. The first entry in the type code has one a single digit showing the units primary type.

- 5.3** It shall be the responsibility of each agency to assure the apparatus type codes reflect the actual capabilities of the resource. It is recommended that station officer in charge has the knowledge and ability to change the apparatus type codes as unit capabilities change.

6.0 CAD PERSONNEL IDENTIFICATION

- 6.1** Personnel listed in CAD shall utilize common abbreviations that indicate rank, qualification and / or position. This identification shall be entered into CAD in a common format as described to facilitate easy identification of any individual member of a fire agency.

- 6.2** The format shall be entered in the following manner

Full last name, Initial of first name, - Agency Rank , (Acting Positions) [Specialties held]. Specialties include Paramedic, EMT, HazMat, Rescue, Water, marine, Boat, Wildland, etc...

- 6.3** The following abbreviations shall be utilized as the rank and qualifiers.

F = Firefighter
D = Driver / Operator
P = Paramedic
L= Lieutenant
C = Captain
B = Battalion Chief
DV = Division Chief
DC = Deputy Chief
AC = Assistant Chief
CH = Chief
H = HazMat Technician
R = Rescue Technician
M = Marine Firefighter
AR = Aircraft Firefighter
W = Water Rescue Technician
BT = Boat Operator
E = EMT-B
EI = EMT Intermediate
WL = Wildland Firefighter
PI = Public information officer
PE = Public education officer
FI = Fire investigator
FM = Fire Marshal
CL = Clergy (Chaplain)
NC = Non categorized rank

Example: JONES, R.- L (C, B) [H, M, W, EI]

7.0 CREW MEMBER IDENTIFICATION

- 7.1 Most radio communications with apparatus shall be directed to the company officer using the **apparatus identifier**. The use of other identifiers should be used to communicate with a specific position or member of the company as outlined below:
- 7.2 **Officer** - The individual assigned as the officer in charge of a particular apparatus as well as the personnel assigned to that apparatus shall utilize the **apparatus identifier** for radio communications. Example: (E1) pronounced "Engine 1".
- 7.3 **Driver** – The individual assigned to drive and operate the apparatus shall utilize the **apparatus identifier** followed by the work **driver** for radio communications. Example: (E1 Driver) pronounced "Engine 1 Driver".
- 7.4 **Other Crew Members** – Other crew members for the purpose of radio communications shall utilize the **apparatus identifier** and be assigned a number preceded by the letter **M** - pronounced phonetically as **Mike**. Example: (E1M1) pronounced "Engine 1 Mike 1"). Unless otherwise specified by the agency each Mike designation shall begin at the seat directly behind the apparatus officer seat (passenger seat of an automobile) and move clockwise until each additional person of the crew is assigned a Mike number.

8.0 APPARATUS DEFINITIONS

- 8.1 It is understood that at a minimum all apparatus and personnel using radio communications in Snohomish County shall have the capability of radio communications on the Snohomish County radio frequencies. It is also preferred that the unit be capable of radio communications on all SNOCOM and SNOPAC fire dispatch frequencies.
- 8.2 Each definition is described as follows: Definition Name, (Radio identifier name),{CAD & Placard Abbreviation}, [CAD Unit Type Code] - Definition
1. **Aid Unit / Ambulance (Aid) {A} [A]** - A basic life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one being an Emergency Medical Technician.
 2. **Air Unit (Air Unit) {AIR} [V]** - A vehicle or trailer designed to carry self contained breathing apparatus bottles and/or air compressor for the use of replacing and/or refilling emergency personnel air supplies at the scene of an emergency. This unit will be staffed by a minimum of one trained person.
 3. **Airport Response Unit (ARU) {ARU} (FR)** – A response unit used primarily at airport facilities for quick response to aircraft and/or fuel spills having the capability of providing the application of foam or other extinguishing agents.

The amounts of and types of extinguishing agents shall vary depending on the agency and facility needs.

4. **Assistant Chief** (Assistant Chief or AC) {AC} [Z] - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.
5. **Battalion Chief** (BC) {BC} [Z] - An Officer in command of multiple companies, ranking above a captain and below an assistant or deputy chief. The officer possesses a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.
6. **Bike** (Bike) {BK} [Z] - A non-motorized unit used as designated by a jurisdiction for special events in areas of limited access to provide emergency services.
7. **Boat (Watercraft)** (Boat) {BT} [W] - A unit staffed by a minimum of two personnel trained in water rescue. Equipment should include but is not limited to water safety suit, vests, water rescue equipment. This unit may have the capability to fighting fires. This type of watercraft shall normally refer to inland type water craft used for rivers, lakes and sloughs. In some cases this watercraft may have capability of navigable waters and the operator may choose either Boat or the Marine designations based on its primary use.
8. **Brush Unit / Mini Pumper** (Brush) {BR} [B] - A vehicle staffed with a minimum of two personnel trained in suppression of Wildland and Structure fires. The apparatus shall include but not be limited to being four wheel drive, water tank, pump, hose, and hand tools for fighting brush and small fires.
9. **Brush Unit / Type 3** (Brush) {BR} [B3] – A vehicle staffed with a minimum of two personnel trained in suppression of Wildland fires meeting the requirements outlined as a Type 3 unit.
10. **Captain** (Captain) {CP} [Z] - An officer usually in command of a company and /or station, ranking above a lieutenant and below a Battalion Chief.
11. **Car Unit** (Car) {CR} [Z] - A passenger vehicle that is utilized for administrative business or other department detail.
12. **Chaplain – (chaplain)** {CL} [ZC] – A person designated by an agency to serve in the capacity of a crisis manager during emergency incidents.
13. **Command Unit** (Battalion) {B} [C] - A vehicle staffed by an officer that is trained in the Incident Management System, Incident Safety Officer and Hazardous Materials Incident Command. The vehicle needs to carry the equipment necessary to initiate the Incident Management System including; reference materials, portable radio pool and the ability to have radio communications on all SNOCOM and SNOPAC fire dispatch frequencies.

14. **Command Van** (CV) {CV} (CV) – A vehicle staffed by at least one operator that is familiar with all the operational components of the vehicle. This unit is a mobile command post that has facilities for the coordination of major incidents that include appropriate communication equipment, sufficient space for command staff and facilities to carry out this function for an extended period of time.
15. **Communications Unit** (Com.) {CU} [Z] - A vehicle that at a minimum is capable of radio communications on all SNOCOM and SNOPAC dispatch frequencies. Is equipped with an amateur (HAM) radio (2 meter, 440 MHz capable) and a cellular phone. Staffed by a minimum of one person trained in the use of the equipment and fire ground radio procedures.
16. **Deputy / Division Chief** (DC) {DC} [Z] - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.
17. **Deputy Fire Marshal** (Marshal) {FM} [I or Z] - An official who is subordinate to the Fire Marshal and may be delegated the duties for fire prevention, inspection, education and investigation.
18. **Duty Chief** (Duty Chief) {C} [Y] - A chief officer designated by a department that is assigned as on call or available for call within a defined geographical area. This designation is used in agencies that designate chief officers they wish dispatched to certain types or levels of alarms. The duty chief designation may also be used in agencies that do wish to have neighboring agency command units dispatched before their designated duty chief dispatched.
19. **Emergency Management Officer** – (Emergency Management) {EM} [Z] - Used as a personnel identifier for a supervisor assigned by the agency having jurisdiction, that has primary responsibility for Emergency Management Operations. Emergency Management is related to the planning, preparation and operations used at large scale and/or extended events that may include multiple disciplines of public and private agencies.
20. **Engine** (Engine) {E} [E] - A fire attack vehicle that at a minimum meets NFPA 1901 Chapter 3 Class “A” pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment.
21. **Engine** (Engine) {E} [EA] – Meets **Engine** description, additionally equipped with automobile extrication equipment.
22. **Engine** (Engine) {E} [EP] - Meets **Engine** description, additionally staffed with at least one paramedic and required ALS equipment needed to respond to any ALS call.
23. **Fire Chief** (Chief) {CH} [Z] - The head of an organized paid, combination or volunteer fire department; the person highest in authority.

24. **Fire Investigator** (Investigator) {I} [I] - An official trained and declared competent by their department in the investigation of fire cause and origin.
25. **Fire Marshal** (Marshal) {FM} [I or Z] - An official heading a bureau for the prevention and/or investigation of fires.
26. **Foam Unit** (Foam) {F} [F] - A vehicle or trailer with a minimum of one person trained in the use and application of fire fighting foam and equipment. A vehicle shall carry a minimum of 1500 gallons of water, 150 gallons of foam concentrate and 500 lb. of dry chemical. A trailer shall carry a minimum of 400 gallons of foam concentrate and is not required to have radio communication capabilities.
27. **Hazardous Materials Officer** (Haz Mat Officer) {HM} [Z] - An officer or designee declared by their employer as competent in Hazardous Materials Incident Command.
28. **Hazardous Materials Unit** (Haz Mat) {HZ} [H] - A specialized emergency response unit staffed with a minimum of two personnel trained and declared competent by their department as Hazardous Materials Technicians. Equipment should include but not be limited to monitoring, detection, chemical testing and personal protective equipment.
29. **Hazardous Materials Unit / Decon** (Decon) {HZ} [HD] – A specialized unit that is equipped and staffed by personnel used for the purposes of decontaminating personnel and civilians in the event of a hazardous substance release.
30. **Inspector** (Inspector) {IN} [Z] - An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education. Qualified individuals should at a minimum possess certification by the International Fire Code Institute (IFCI) in fire inspection.
31. **Ladder** (Ladder) {L} [L] - (hydraulic straight ladder, platform, articulating boom, ladder platform) A fire attack vehicle equipped with an aerial device of 65 feet or taller. Meeting specifications as outlined in NFPA 1901 Chapter 6. Staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. This vehicle does not have pumping capability.
32. **Ladder** (Ladder) {L} [LE] - Meets **Ladder** definition as outlined but additionally has a booster/water tank and a pump making it capable of serving as an **Engine**. Often referred to as a **Quint**.
33. **Lieutenant** (Lieutenant) {LT} [Z] - An officer usually in command of a company, ranking above a firefighter and below a captain.
34. **Marine (Water Craft)** (Marine) {MN} [WA] - A unit staffed by a minimum of two personnel trained in water rescue. Equipment should include but is not limited to water safety suit, vests, water rescue equipment. This unit may

have the capability of fighting fires. This type of watercraft shall normally refer to navigable type watercraft used primarily in open waters. In some cases this watercraft may have capability of inland water navigation and the operator may choose either Boat or the Marine designations based on its primary use. This type of watercraft will be equipped with a minimum of a 16-channel marine band radio.

35. **Mass Casualty Unit (MCI) {MCI} [D]** - A unit or trailer equipped to deal with multiple injury incidents. The unit shall be capable of providing basic life support equipment to no less than fifteen victims.
36. **Medical Services Administrator (MSA) {MSA} [PA]** – An officer or designee who has the responsibility of administration of an agencies medical services with in their department that are in accordance with state, county and local EMS protocols and policies.
37. **Medical Services Officer (MSO) {MSO} [PO]** - An officer or designee who is has the responsibility of support of emergency medical services within their department that are in accordance with state, county and local EMS protocols and policies.
38. **Medic Unit (Medic) {M} [M]** - An advance life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one is a Paramedic and one being at a minimum an Emergency Medical Technician.
39. **Medic Unit (Medic) {M} [M3]** – The same as Medic unit [M] except this medic unit type has a minimum crew of three of which all are trained as firefighter personnel. One crewmember is designated as a supervisor capable of performing the duties of a company officer.
40. **Paramedic (Shall use apparatus designator) [P]** – An emergency response unit that is staffed with at least one paramedic and required ALS equipment. This designators purpose is to be used where the closest paramedic is needed regardless of the apparatus they are assigned.
41. **Public Information Officer (PIO) {PIO} [Z]** - A person, who is a liaison between the fire department and all media representatives, assisting them with their news gathering efforts while ensuring non-interference with emergency operations. (Should we insert the PEO term?)
42. **Rescue Unit / Medium (Rescue) {R} [R]** - A vehicle staffed with a minimum of two personnel trained in extrication and stabilization techniques. The apparatus shall include but not be limited to equipment and tools for spreading and cutting, air bags, cribbing and blocking materials, 40 pounds of ABC dry chemical extinguishing agent, 200 feet of utility rope, and 200 feet of lifeline.
43. **Rescue Unit / Heavy (Rescue) {R} [HR]** – A vehicle that meets requirements of Medium Rescue and has equipment and personnel trained in building collapse and /or structure collapse.

44. **Safety Officer** (Safety) {SF} [ZS] - An officer or designee who is trained and certified by their department as competent in "On Scene Safety Officer" practices as specified by the Washington State Department of Labor and Industries and NFPA 1521.
45. **Services, Mechanic, Salvage** (Services) {SV} [Z] - A vehicle used for various non-emergency duties related to the fire department.
46. **Special Event Units** – (*Special event*) {SE} (ZA) – This unit utilizes other terms contained here within that best describes the capability of such a unit after the SE designation in CAD. The special event is included in the unit radio call sign followed by the best description and a number as assigned to the agency having jurisdiction. This unit is normally established from a specific event and not recommended for dispatches outside of that event. (Example ; “Special Event A9”, Special event M32)
47. **Special Operations Officer** – (*Special Ops*) {SO} [Z] – Used as a personnel identifier for a supervisor assigned by the agency having jurisdiction that has responsibility in Fire Department special operations. Special operations usually are related to Hazardous materials and Technical Rescue response capabilities.
48. **Sprint** – (Sprint) {SP} [P] – **Single Paramedic Response** unit with **No Transport** capability. Primarily used where personnel respond in a non-transport vehicle to provide ALS care meeting the description of Paramedic described herein.
49. **Squad Unit** (Squad) {S} [S] - A vehicle that carries fire personnel, SCBAs and may carry a variety of support tools such as generators, lights, saws, and small hand tools. At a minimum has the capability of radio communications on the Snohomish County fire frequencies. It is preferred that the unit be capable of radio communications on all SNOCOM and SNOPAC fire dispatch frequencies.
50. **Support Services Unit** (Support) {SU} [7] - A vehicle staffed with a minimum of two personnel trained in the operation of the unit. The unit shall at a minimum provide limited temporary shelter or field office for victims/family members or emergency service personnel needing an area out of public view. The unit may also provide a limited canteen, skilled support counselor/friend, cellular and amateur radio communications, television monitor, and portable generator.
51. **Technical Rescue Unit** (Tech Rescue) {TR} [O] - A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of Confined Space, Trench, High and Low Angle, Surface Water and Ice rescue. Staffed with a minimum of two personnel trained and approved by their department as Rescue Technicians. This vehicle and staff shall be part of a rescue response team made up of multiple members trained to the same level or higher of Rescue Technician. This

team will be able to assemble its members in a timely manner to mitigate incidents as required.

52. **Training Officer** (Training) {TN} [Z] - An officer charged with the education and training duties of an organized paid, combination or volunteer fire department.
53. **Utility Unit** (Utility) {U} [U] - A vehicle used to haul various equipment and personnel and or other duties (except as defined in this document) as dictated necessary by a department. At a minimum has the capability of radio communications on the Snohomish County fire frequencies. It is preferred that the unit be capable of radio communications on all SNOCOM and SNO PAC
54. **Water Tender** (Tender) {T} [T] - A ground vehicle that transports 2000 gallons or more of water and is preferred to have a folding tank, pump and hard suction. Is staffed with a minimum of two personnel trained in the use of the apparatus and its equipment. Although the apparatus does have pumping capability it does not meet all the requirements of an engine as described herein.
55. **Water Tender** (Tender) {T} [TA] – A ground vehicle that transports 2000 gallons or more of water. This unit type does not have a pump and is only capable of off loading via gravity or through suction from an apparatus with a pump. Is staffed with a minimum of one person trained in the use of the apparatus and its equipment.
56. **Tender Engine** (Tender-Engine) {TE} [T and E] – A combination apparatus that meets the definitions of a tender as described above with pumping capability and also meets the definition of an engine company as described herein.