



Department of Emergency Response
And Communications
Cortland County 911
Public Safety Building; Suite 201
54 Greenbush Street
Cortland, New York 13045

200-010	Title- NO FIRE DEPARTMENT ACKNOWLEDGEMENT RESPONSE	
Effective Date December 21 st , 2011	References –	
Next Scheduled Review		
Modified Date	CLASSIFICATION – STANDARD OPERATING GUIDELINE	Approved By -

PREFACE: This policy was adopted December 21st, 2011 by the Cortland County Fire Chiefs Association. This policy is to be adhered to by all fire departments operating in Cortland County and is a part of the Cortland County Department of Fire and Emergency Management Fire Service Mutual Aid Plan pursuant to section 209 of the General Municipal Law.

OBJECTIVE: Available personnel shortages on occasion are affecting Cortland County Fire Departments abilities to respond to requests for assistance. This policy is intended to insure that no alarms for response from any fire department go unanswered. This policy is intended to insure assistance is started from a secondary fire department approximately 10 minutes from time of alarm which is also the common 3rd Activation Time Stamp for reactivation.

POLICY:

1. The following sequence for activation of a fire department shall be used for all calls in Cortland County except for EMS calls—explained in clause 2 or where a run card is already in place for said alarm being dispatched:

RESPONSE	STEP	TIME	PROCEDURE
Not applicable – Initial Alarm	Activation of Host Department	Time of Alarm	Host Department, Tones and Message
No Apparatus Enroute or Department Acknowledgement	Reactivation	5 Minutes after time of alarm	2 nd Activation Host Department, Tones and Message
No Apparatus Enroute or Department Acknowledgement	Reactivation and activate mutual aid	10 minutes after time of alarm	3 rd Activation Host Department as well as closest available mutual aid department as chosen by the DOERC

2. The following sequence for activation of a fire department shall be used for any EMS calls **except for the City of Cortland Fire Department**:

RESPONSE	STEP	TIME	PROCEDURE
Not applicable – Initial Alarm	Activation of Host Department	Time of Alarm	Host Department, Tones and Message
No Apparatus Enroute or Department Acknowledgement	Reactivation	5 Minutes after time of alarm	2 nd Activation Host Department, Tones and Message
No Apparatus Enroute or Department Acknowledgement	Prior to reactivation, the County 911 dispatcher will ask the TLC EMS dispatcher or the respective ambulance (such as Smith, Dryden, Tully, etc..) to poll the on scene ambulance to see if a department response is required or not	No emergency response required from host department	Host Department Tones and Message that department can stand down
No Apparatus Enroute or Department Acknowledgement	Prior to reactivation, the County 911 dispatcher will ask the TLC EMS dispatcher or the respective ambulance (such as Smith, Dryden, Tully, etc..) to poll the on scene ambulance to see if a department response is required or not	10 minutes after time of alarm – emergency response required	3 rd Activation Host Department as well as closest available mutual aid department, except for the City of Cortland Fire Department as chosen by the Cortland County 911 Center, Tones and Message. The City of Cortland Fire Department will not be activated to respond mutual aid to departments that are going to a 3rd Activation.

- 3. It is acknowledged by all 12 fire departments in Cortland County that this is the acceptable means for providing assistance to their departments in times when absolutely no response is generated by its inclusion in the Cortland County Department of Fire and Emergency Management Fire Service Mutual Aid Plan.
- 4. It is also acknowledged by all 12 fire departments in Cortland County that the insurance will be picked up by the host department that fails to respond just as in any mutual aid instance as defined in section 209 of the General Municipal Law.
- 5. It is also acknowledged by all 12 fire departments in Cortland County that the mutual aid department that responds on the 3rd Activation will be afforded all powers and responsibilities to request any assistance they need to mitigate the situation.
- 6. **It should be noted that when any member or unit of the host department contacts the Cortland County 911 Center, ownership of that incident rests with said individual who makes contact with the 911 Center. At that point the parameters of this policy cease. Any and all additional requests need to come from individual / host department taking ownership of said incident.**

ISSUED BY COUNTY CHIEFS PRESIDENT

ISSUED BY FIRE COORDINATOR

RICH ROBERTS

SCOTT ROMAN