



# Santa Cruz Consolidated Emergency Communications Center

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## COMMUNICATIONS OPERATIONS FIRE SERVICE POLICY/PROCEDURE

**Policy No.: 5141.80**  
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APPROVED: \_\_\_\_\_

General Manager, SCCECC

**SUBJECT: SENDING CAD PRINT OUTS AT CLOSE OF INCIDENT**

When the last fire unit goes in service from an active incident, send a print out of the incident to the first-in station's CAD printer. Also send a print out of any associated medical incidents. The Fire/EMS dispatcher who acknowledges the **RQ** (returning to quarters) status of the fire unit is responsible for sending the fire and ambulance times to the fire unit's base station printer.

The command line format for sending an incident to a fire station printer is:

**IR.(incident number).PR;FD(station ID)**

For example, the command:

**IR.FD/#000872.PR;FDCF1**

would send incident number FD/#872 to the printer at Central Fire Station No. 1.

Fire Station IDs are:

Agency	Station No.	ID	Agency	Station No.	ID
Aptos/La Selva	1	AP1	Boulder Creek	2	BC2
Aptos/La Selva	2	AP2	Branciforte	1	BF1
Aptos/La Selva	3	AP3	Central Fire	1	CF1
Ben Lomond	1	BL1	Central Fire	2	CF2
Boulder Creek	1	BC1	Central Fire	3	CF3

<b>Agency</b>	<b>Station No.</b>	<b>ID</b>	<b>Agency</b>	<b>Station No.</b>	<b>ID</b>
Central Fire	4	CF4	Scotts Valley	1	VF1
Felton	1	FE1	Scotts Valley	2	VF2
Santa Cruz	1	SF1	Watsonville	1	WF1
Santa Cruz	2	SF2	Watsonville	2	WF2
Santa Cruz	3	SF3	Zayante	1	ZY1

Incident print outs can only be sent from the command line. Putting the fire station ID in the "Printer" field of the Incident Recall form will not send a print out to that station printer.

The above fire station IDs are the only valid destinations for incident print outs. Fire stations that do not have an ID in the above list do not have CAD workstation printers and cannot receive incident print outs. Fire station IDs must be prefaced by "FD" when entering the IR command. Failure to preface the station ID properly will prevent the printout from being sent.