



# Santa Cruz Consolidated Emergency Communications Center


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**9-1-1** FIRE  
POLICE  
MEDICAL

## COMMUNICATIONS OPERATIONS FIRE SERVICE POLICY

**Policy No.: 5010**  
**Date Issued: June 1, 1996**  
**Date Revised: January 8, 2001**

APPROVED:   
General Manager, SCCECC

**SUBJECT: POLICY/PROCEDURE NUMBERING PLAN**

All Fire Service policies and procedures are contained in Policy and Procedure Manual Section 5000. Each policy and procedure will receive a unique policy number consistent with the following numbering plan.

Series	Topic
5000	Index
5100	CAD Procedures
5200	Field Unit Safety
5300	Radio Procedures
5400	Telephone Procedures
5500	Mutual Aid
5600	Notification and Call-Out Procedures
5700	Specific Procedures
5800	Specific Procedures, continued
5900	Specific Procedures, continued

Global policies, applicable to all fire service users, will be categorized in an appropriate topic and assigned a policy number within the applicable series, for example: 5620 Duty Officer Notification, the global smoke investigation policy.

Agency specific policies will be identified by the global policy number/ICS agency identifier, for example: 5620/APT Duty Officer Notification - Aptos/La Selva. The ICS agency identifiers are:

APT	Aptos/La Selva Fire
BOU	Boulder Creek Fire
BRN	Branciforte Fire
BEN	Ben Lomond Fire

CTL	Central Fire
FEL	Felton Fire
SCZ	Santa Cruz Fire
SCO	Scotts Valley Fire
WTS	Watsonville Fire
ZAY	Zayante Fire

Communications procedures are identified by a decimal point 80 through 99, for example: 5620.80 Duty Officer Notification, Communications Procedure, or 5620/APT.80 Duty Officer Notification - Aptos/La Selva, Communications Procedure.

This numbering plan meets two objectives. One, it should provide ease of use for communications personnel in that all associated policies and procedures will be easy to locate and identify. Two, it provides for sufficient flexibility in developing policies and procedures for all user agencies.