

Interboro Mutual Aid Group

Operations Guideline

Subject: Incident time-keeping

Effective Date: January 10, 2010

Review Date: July 2014

Purpose: This guideline is to aid and assist fire departments in complying with the regulatory requirements of NJAC 5:75-2.10 and to ensure that a methodology is established for ensuring that elapsed time is monitored from the moment of dispatch and from the moment of arrival on-scene.

Scope: This guideline shall be utilized during all emergency incidents that are deemed time sensitive. This includes but is not limited to working structure fires, hazardous materials incidents, motor vehicle extrications, entrapment incidents, incidents where the elapsed on-scene time exceeds 30-minutes and mayday incidents.

Responsibility: This guideline shall apply to all members and all other emergency responders at the scene of a significant emergency regardless of their unit, agency or affiliation. This guideline shall also apply to dispatch and communications centers.

Procedure:

- (a) For time sensitive incidents, the incident commander shall notify their respective dispatch or communications center that the incident has been deemed time sensitive. The dispatch/communications center shall be directed to provide elapsed time on-scene in 10- or 15-minute intervals, or other appropriate shorter time period designated by the incident commander.
- (b) The incident commander shall designate one member of the command staff to monitor and document all elapsed time reports and to relay these reports to the incident commander.
- (c) The elapsed time on-scene shall be used to provide the incident commander with time frames that could signal the need for a change in tactical operations.
- (d) The elapsed time on-scene shall be used every 30 minutes or some other standard time as established with dispatch for required roll calls or personnel accountability reports (PAR's).