




# Menlo Park Fire Protection District

## Operational Memorandum (OM)

<b>OM #</b>	2015 - 003	<b>Title</b>	<b>Coverage Units</b>
<b>To</b>	All Line Personnel	<b>Originator</b>	Chief Schapelhouman
<b>Effective Date</b>	October 1, 2015	<b>Suspense Date</b>	October 1, 2015
<b>Approved by/date</b>	 10/1/15		

**Purpose:** To establish District policy for coverage units when traffic congestion impedes such units from reaching the coverage district in a timely manner.

**Scope:** To ensure timely and adequate district coverage. At times traffic delays units from achieving this objective; therefore, the below directive with parameters is established.

**Responsibilities:** All Company Officers, Acting Officers, and Battalion Chiefs are tasked with understanding and implementing the directive presented below.

**Directive:** Fire Companies are directed to respond Code 3 as coverage units crossing over Highway 101 from the West side to the East Side of the Fire District after 15 minutes of elapsed time from announcement has transpired. Units are authorized to respond Code 3 for coverage until the unit reaches:

- Constitution Drive off of Marsh Road.
- Newbridge Avenue off of Willow Road.
- To provide accurate tracking for the District whenever code 3 coverage is initiated under this directive a brief email from the cover unit Officer to the Deputy Chief with date, time, and circumstances shall be sent.