




Menlo Park Fire Protection District

Operational Memorandum (OM)

OM #	2015 - 004	Title	Palo Alto Response Routes
To	All Line Personnel	Originator	Chief Schapelhouman
Effective Date	October 1, 2015	Suspense Date	October 1, 2015
Approved by/date	 10/1/15		

Purpose: To establish District policy for responding code 3 through the City of Palo Alto (University Ave) to reach incidents within the Menlo Park Fire Protection District.

Scope: To utilize alternative response routes when special circumstances involving significant traffic congestion within the Fire District that will negatively affect response times to critical emergencies where life or property is threatened or in danger.

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

Directive: Response through the City of Palo Alto (University Ave) is authorized for code 3 response emergencies when traffic prohibits the use of Willow Road or surrounding surface streets.

Immediately make contact (Captain for single unit, BC for multi-unit response) directly with Palo Alto Fire Dispatch via radio to provide them with situational awareness of the unit location, emergency type and route of travel. Palo Alto Fire frequency shall be monitored while responding through the city to prevent apparatus convergence.

To provide accurate tracking for the District and the City of Palo Alto this type of response will be recorded in the Firehouse incident report generated for each call using the "alternate route" by conducting the following:

- On the "basic" tab on the incident report home screen click on the green "Supplemental Address" button.
- In the new screen box click on the drop down button for "Zone".
- Select "PACODE3INC" to identify a code 3 response through Palo Alto (University Ave) to an incident in the District.
- Select "OK" button and complete the rest of the report as normal.