



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 13-05	Effective Date: January 2010
Division: Public Affairs	
Chapter: Project Identification	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall establish a procedure that systematically allows the Fire Department to accept data from handicapped individuals, prioritize, and then enter the data into the Computer Aided Dispatch (CAD) System, utilizing the Premise History File.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. General Information

In the event of an emergency, special information will be immediately relayed to responding personnel to provide search and rescue crews to responding personnel to provide the presence and probable location of handicapped occupants.

Objectives

- Provide useful, accurate information to assist emergency response personnel.
- Provide a single updating system, on an annual basis, to keep information current.
- Coordinate other County agencies' input to increase efficiency of the system.
- Protect the privacy of the participants, while striving to enhance their safety.
- Minimize the administrative process of recording data, while providing special emergency assistance to the public.

2. Guidelines for Forms/Data

The Premise History File will include the following:

- Age/Sex - This data will be transmitted to responding units to provide proper identification of those individuals requiring assistance.
- Nature of Specific Disability - The nature of the specific handicap will be relayed to the incident officer-in-charge (OIC) in the event he/she deems the additional information necessary to assure successful search and rescue or evacuation. This information-must be requested via radio.



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- Project Identification Number (PID #) - Every individual in the Premise History File is assigned a PID # that is used exclusively for the Public Safety Communications (PSC) to track the individual.

3. Communication Procedures

Information Dissemination

PSC will give the age/sex of affected individual(s) to the responding apparatus by telephone or radio. If the OIC needs additional information, a request may be made for more descriptive details. Only then will the complete handicap data be transmitted by the Emergency Equipment Dispatcher.

Transmissions of Project Identification (Project ID) information will be determined by the nature and extent of the emergency and at the discretion of PSC.

EXAMPLE:

Communications: “Attention E833 – Our Project ID files indicate a 65-year-old male who may/will need evacuation assistance.”

Engine 833: “E-833 -okay.”

Special Housing Facilities

Facilities housing large numbers of elderly or handicapped persons will be registered as such, but PSC will not indicate each and every person requiring assistance on a routine basis unless conditions warrant (via Project ID).

It will be the responsibility of the prime responding station to preplan these types of facilities as necessary.

For purposes of radio communication, these facilities will be identified as “multi-handicap residence.” They will include:

- Hospitals
- Nursing Homes
- Senior Citizen Buildings
- Health Centers, etc.

4. Update Procedures

Administrative

Twelve months from the data entry, PSC will send an update card to the address listed on the file. Only the cards returned by the date indicated will be maintained in the system.



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PSC will update the Project ID Premise History File accordingly upon written notification of the revisions.

Operational

Although steps are taken to ensure the accuracy of the data on file, information relayed to emergency responders is provided as a guide to enable search and rescue teams to quickly locate and remove victims in need of special assistance.

Emergency personnel must remain cognizant of the possibility that circumstances within the structure are subject to change and be prepared to react accordingly.

Questions and requests for Project ID forms should be directed to Station 819.

REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment #1- Project Identification Tip Sheet

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

PROJECT IDENTIFICATION



**A Public Service of the "Livable Communities" Initiative. Jack B. Johnson, County Executive
Vernon R. Herron, Director of Public Safety/Homeland Security - Eugene A. Jones, Fire Chief.
Need additional information? Contact PGFD Community Outreach at 301-883-5250. www.co.pg.md.us**

"Project Identification" is a program designed for the special needs of disabled and handicapped citizens in the event of a fire, police, or medical emergency. The information you supply on the form will be confidentially filed into a central computer serving both Police and Fire/EMS Department personnel.

Public Safety Personnel are notified of the disabled or handicapped information while en-route to an emergency incident so necessary special equipment use and procedures can be implemented. Business establishments who employ handicapped persons who wish to have Public Safety Personnel aware of their presence and location within a given building may also fill out the "Project Identification" form. Your privacy is assured.

Your name will not be involved in any way. The form you submit will be handled with the strictest confidence on all levels. Registration is simple; submit the completed form to the following location:

**Prince George's County Fire/EMS Department C/O Station 819 - Project ID
P.O. Box 199, Bowie, Maryland 20719-199**



cut here and return by mail

PROJECT IDENTIFICATION INFORMATION APPLICATION

Contact email: _____

Address: _____ Apartment Number: _____

City: _____ State: _____ Zip Code: _____

Please describe your disability: _____

Is this disability: ☐ ☐ PERMANENT ☐ ☐ TEMPORARY

If temporary, estimate the days you will require special assistance:

From: (Date) _____ To: (Date) _____

Do you speak English ☐ ☐ Yes ☐ ☐ No

If not, what is the foreign language do you speak? _____

PLEASE NOTIFY THE FIRE/EMS DEPARTMENT OF ANY CHANGES IN YOUR STATUS.