

# Windham County Coordinators Notification (Call Out) Procedure

## Windham County Coordinators:

Mark Herrick (Windham Center FD) - HQ 3

Deputy Chief Keith Cooper (Williamsville FD) - HQ 23

Deputy Chief Robert Duval (Atwood Hose FC) - HQ 33

## Requested by IC:

If the services of a County Coordinator are requested by the Incident Commander, the dispatch center is to contact HQ 3 through WW dispatch. HQ 3 will then contact the other coordinators and notify the dispatch center of the availability of one or more coordinator.

In the event that HQ 3 is not available, QV will contact the other two coordinators, who will confer on the availability of one or both of the coordinators to respond to the request.

If the incident is of a large enough magnitude a coordinator may respond to the dispatch center to assist in resource management and communication issues.

Proactive Approach:

If a coordinator is at the scene or in the vicinity of a significant incident and offers his services as a County Coordinator, he will notify the other coordinators by phone, NEXTEL DC or by radio, as to the situation. If additional coordinators are requested the dispatch center will be notified to contact the additional coordinators.

ITAC/ICALL

When it will benefit the management of the incident a coordinator will request a ITAC channel be assigned. The request will be made through the dispatch center to CSP-Message Center (HQ) by phone or base-station.

When the ITAC Channel has been assigned the IC will be notified. This can be a clear/direct means for the coordinator(s) to communicate with dispatch center as well as other ITAC equipped units.

This procedure will be revised as necessary.

Windham County Coordinator  
Contact Information

**HQ 3 - Mark Herrick - Windham Center Fire Department**

Pager - WW - Windham Center FD

Cell Phone - 860-617-0181

Home - 860-423-4038

**HQ 23 - Deputy Chief Keith Cooper - Williamsville Fire Engine Co.**

AN Pager - QV - WFEC/QV

NEXTEL - 860-428-7032 Direct Connect - 174\*161787\*2

Home - 860-779-2589

**HQ 33 - Deputy Chief Robert Duval - Atwood Hose Fire Co.**

AN Pager - QV - AHFC/QV

NEXTEL - 617-839-4427 Direct Connect - 180\*18153\*44

Home - 860-230-9917