



**Division 13** **Public Affairs**

**Chapter 04 – Project Identification**

January 2009

**POLICY**

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

**DEFINITIONS**

N/A

**PROCEDURES**

**1. General Information**

In the event of an emergency, pertinent information will be immediately relayed to responding personnel to assist search and rescue crews with key information of the presence and probable locations of impaired 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:

- Nature of Specific Disability - The nature of the specific impairment 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.
- 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.

**2. 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 data regarding specific impairments 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 E870 – Our Project ID files indicate we have an occupant who may/will need evacuation assistance, they should be located on the 1<sup>st</sup> floor in the bedroom quadrant A/B.”

**Engine 870:** “E-870 -okay.”

**Special Housing Facilities**

Facilities housing large numbers of impaired 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 primary responding station to preplan these types of facilities as necessary.

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

- Hospitals
- Nursing Homes
- Senior Citizen Buildings
- Health Centers
- Group Homes
- Assisted Living Facilities

**3. Update Procedures**

**Administrative**

Twelve months from the data entry, personnel from Station 819 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.

Personnel from Station 819 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 the ability 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 • Lawrence H. Sedgwick, Jr., Fire Chief.  
Need additional information? Contact the Public Affairs Office at 301-583-1882 [www.co.pg.md.us](http://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

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.**

**Every 12 months, a card will be mailed to you requesting an update on both your current address and needs. You MUST return the card in order for your information to remain in our records.**