

The South Portland Fire Department currently utilizes an electronic system (PageGate) to alert employees of emergency events. The system works with CAD to simultaneously send out notifications for emergency calls such as Desk Boxes, All Hands and Haz Mat incidents.

The department has also purchased a program called lamresponding. This system also has a messaging system and a calendar that works together to automatically notify members of events such as training, meetings, changes in apparatus status, overtime and many others announcements or other events. Each member is giving a profile in lamresponding which will allow the department send messages and keep contact information on its employees up to date. And members can send messages to other members or groups.

These alerts are sent to your cell phone either via text message, email or both (you can have up to two e-mail addresses). Please keep in mind that the City of South Portland and the Fire Department are not responsible for any charges that an employee may receive for using the text messaging or data use of this service. The City will not reimburse members for these charges and it is the sole responsibility of the cell phone subscribers to pay any fees that may occur. Standard text messaging fees may apply (refer to your plan). If you rather not receive text messages you are encouraged to use the email option instead. All members do have the option of opting out of receiving messages. If this is the case, the City is not responsible for a member not receiving the contents of these announcements. All employees will be provided with credentials to login to the lamresponding system and make changes to their personal information as needed. Employees are also expected to keep information current in this system.

Changes to the Pagegate system will need to be forwarded to a system administrator.

By signing this form you are agreeing to the terms listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Required Information**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Company \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Cell Phone Company: \_\_\_\_\_

Primary E-Mail Address: \_\_\_\_\_

Once you have been entered into the lamresponding system you will receive an email from [mhaskell@southportland.org](mailto:mhaskell@southportland.org) with instructions on how to login and change your information. Please login and update your information as needed.

Assigned Station: \_\_\_\_\_

The Department has set up the following groups that will receive message notifications. Please select which groups you would like to be included in.

**CAD**All hands/2<sup>nd</sup> Alarms: Yes or No

Structure Fires/DB Yes or No

Box Alarms: Yes or No

Haz Mat Calls: Yes or No

**Messaging Groups**

Haz Mat Committee: Yes or No

Decon Team: Yes or No

Overtime (FF/OFF): Yes or No

EMS Football/Band OT: Yes or No

Outside OT: Yes or No

Softball: Yes or No

Local 1476: Yes or No

Command Unit: Yes or No

E-Board Yes or No

Apparatus OOS Yes or No

Risk Watch Yes or No

JV Fire Setters Yes or No

Safety Committee Yes or No

Honor Guard Yes or No

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Engine 2 Co:            Yes    or    No

Engine 3 Co:            Yes    or    No

Engine 6 Co:            Yes    or    No

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