

## **CLIO AREA FIRE DEPARTMENT POLICY**

### **RADIO COMMUNICATIONS**

All Federal Communication Commission (F.C.C.) rules and regulations shall be adhered to.

The Department Communications Officer (as designated by the Chief) shall be responsible for the assigning and maintaining base, mobile, hand held, pagers, and alerting equipment.

The Clio Area Fire Department adopts the Genesee County Association of Fire Chiefs Radio Communications Operating Guideline as part of this policy. The guideline is attached.

Officer designated radio call signs shall be:

Chief 1 - Chief

Chief 2 - Assistant Chief

Chief 3 or Battalion 1 – Battalion Chief – Station #1

Chief 4 or Battalion 2 – Battalion Chief – Station #2

Captain 1 - Captain – Station #1

Captain 2 - Captain – Station #2

All other radio designations shall be made at the discretion of the Chief.

Radio traffic to all apparatus shall be by unit description and apparatus number (example: Clio Engine 11).

All radio communication shall address the unit being called, then the unit calling, and then the complete message. Example: Genesee Central Dispatch, Clio Engine 11 is responding to Vienna and Jennings Road for an injury accident with extrication.

The communications officer will maintain a log of all radio equipment, frequencies, license, and warrantee and vendor information.

## Genesee County Association of Fire Chiefs Recommended Operating Guidelines

Effective 04-15-92

**SUBJECT: Radio Communications 92-1**

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09

### **SCOPE**

This guideline shall apply to all Genesee County fire departments and dispatch systems that have access to all radio frequencies that are authorized and in use within Genesee County emergency dispatch and alarm network systems.

### **PURPOSE**

The Genesee County Association of Fire Chief's recognizes that the manner in which radio communications are handled is often the measure of the efficiency of an organization and the attitude of the organizations individual membership.

The observance of some basic radio protocols and rules will expedite communications and improve the working relationship among all radio dispatch and alarm systems.

Application of the general protocols and rules outlined within this guideline, plus specific procedural examples that are contained within, shall lead to a more professional performance.

### **GENERAL RADIO PROTOCOL**

Radio usage during an emergency situation is not always a consistent flow of information. Before using the radio for any transmission, everyone shall make certain that the channel they wish to transmit on is clear. A request for "air time" is to be made before any tones or information is transmitted, when not involving an emergency incident, thus avoiding interruption of the emergency operation that may already be in progress.

Radio operations require the simple organization of the individual's thoughts before attempting transmission. Doing this will eliminate confusion and wasted time.

All transmissions should be brief, to the point, and avoid lengthy descriptions and unnecessary messages. Accuracy, brevity, and speed are all important, however, they should also be considered in that order.

The operator should speak distinctly and pronounce words carefully, speaking at a moderate rate, using a normal conversational tone of voice with natural emphasis and rhythm. Messages should be spoken in phrases and not one word at a time.

Operators should make sure the microphone switch is fully depressed and pause briefly before starting to speak. Mobile microphones should be held close to, but not touching the mouth. Speak directly into the microphone and at a conversational level and do not shout.

The operators should always use official titles, unit designation numbers, or equipment designations and/or locations for all transmissions, to identify to whom they are directing their communication.

The use of ten (10) codes is not authorized for fire communications, thus avoiding potential confusion with unit and personnel identification. Military jargon shall not be used. Only clear text shall be used for all radio communications.

During all radio operations, operators shall remain calm, and avoid uncivil, abusive, derogatory, or sarcastic remarks or language. Operators when faced with this type of situation shall maintain control, and not attempt retaliation, but proceed with normal communication activities.

## **GENESSEE COUNTY FIRE FREQUENCY USAGE**

Fire paging (154.145) shall be used exclusively for the following:

- Dispatch of alarms from Central Dispatch, Flint Twp. or Mundy Township.
- County-wide announcements
- Pager tests
- Weather alerts
- Tests of the weather sirens, the first Saturday of the month at 1300 hours March - November.

The 800 MHz talk groups shall be used as follows:

Fire main (25F911) will be used for communications between Central Dispatch and fire officers, apparatus and department base radios. Communication with Central Dispatch (first unit enroute to the scene, first unit on scene, base radio on the air, base radio off the air). No truck to truck, truck to base, officer to truck or base communications will take place on this talk group.

Fire ground talk groups (25FG2 thru 25FG10) will be assigned to an incident by Central at the time of dispatch and will be used for **all** communications by **all** departments responding to that incident (units checking enroute, units checking on scene, directions to the scene or instruction to responding units, tactical assignments, unit cancellation, etc.). The assigned fire ground will also be on the CAD printout with each dispatch.

Recommended procedure:

- Set all radios to scan fire Main.
- First unit going to the scene checks enroute with Central Dispatch on Fire Main, then go to the assigned fire ground.
- All other units immediately go to the assigned fire ground talk group, and check enroute on the assigned fire ground talk group.
- Base radio signs on the air with Central Dispatch on Fire Main and then immediately goes to the assigned fire ground talk group.
- All units stay on the assigned fire ground talk group until the incident is terminated and your base radio signs off the air with Central Dispatch.

Department proprietary talk groups (i.e. 25F21 – Atlas Twp) will be used by the assigned department for interdepartmental communications as they determine. This will include all non-emergency communications between fire officers, apparatus and department base radios.

County special event talk groups (25SPE1 thru 25SPEV3) will be assigned for use by Central Dispatch.

Scene specific analog talk groups (ITAC1 and ITAC2) may be used for fire ground operations in the direct mode as needed.

Coordinator talk groups (25FCOD1 and 25COD2) will be used for communication between responding units and Coordination Center (enroute, on scene, released and returning to the station, instructions or directions for responding units). Communication between coordinators at a coordination incident.

Recommended Procedure:

- Set all radios to scan Fire Main.
- All units responding to the coordinated incident immediately go to 25FCOD1.
- Check enroute with Coordination Center on 25FCOD1
- Stay on 25FCOD1 until you arrive on scene.
- Check on scene with Coordination Center on 25FCOD1.
- Go to incident fire ground talk group or other talk group as instructed.
- Stay on the assigned fire ground talk group or other assigned talk group until released from the scene.

Special operations talk groups (25SPO1 and 25SPO2) will be assigned for use by Central Dispatch.

Emergency Management talk groups (25EMER1 and 25 EMER2) will be assigned for use by Central Dispatch.

EMS talk groups (25EMS1 and 25EMS2) will be used as assigned by Central Dispatch.

The County Common talk group (25COM) will be used for communications between agencies as assigned by Central Dispatch. The talk group will be in every radio on the Genesee County 800 MHz system.

The Statewide Communications talk group (STATW3) may be used by any user to communicate with Central Dispatch from anywhere in the State of Michigan.

Private calls are discouraged due to the resulting trunking system inefficiency. Use of cell phones is preferred over a private call to keep a channel from being tied up on the private call.

## **DISPATCH AND RADIO PROTOCOLS**

Central Dispatch, Flint Twp. or Mundy Twp. will dispatch all fire calls according to this recommended operating guideline.

The appropriate fire department(s) will be dispatched using the county fire paging frequency 154.145. The dispatcher shall give the following information one time on the paging frequency (154.145):

- Name of fire department(s) being dispatched, i.e. Mundy Twp Fire Dept.
- The type of incident, i.e. 82 year old female trouble breathing
- The address or location of the incident, i.e. 1050 West Hill Rd.
- The assigned fire ground talk group, i.e. Fire Ground 2

“Mundy Twp. Fire Department, a 82 year-old female trouble breathing, at 1050 Hill Rd, use Fire Ground 2” This dispatch information will also be broadcast by Central Dispatch on 25F911 Fire Main.

Fire Departments SHALL NOT acknowledge dispatch on the paging frequency (154.145). All call acknowledgements SHALL BE done on talk group 25F911 Fire Main.

When you initiate communications with Central Dispatch you should always give the talk group name you are using, i.e. “Central Dispatch from 49- 1 on Fire Main”.

The first responding unit to an incident shall check enroute and on-scene with Central Dispatch on 25F911 Fire Main. Other units responding may check enroute on 25F911 Fire Main or the assigned fire

ground talk group. . Any additional dispatch information should be given to the first unit when checking enroute. (It should be noted that units checking enroute and on scene on the assigned fire ground talk group may not appear on the incident history since Central Dispatch may not monitor fire ground talk groups if they are managing multiple incidents).

“Central Dispatch from 38-1 on Fire Main, I’m enroute to 1050 Hill Rd.”. 38-1 enroute at 1913 be advised the female is conscious and alert with a history of CHF, the ambulance is Swartz from Hill Rd, BLS, the paramedic is coming from Montrose.”

“Central Dispatch from 38-1 on Fire Main, I’m on-scene, going to fire ground 2.” 38-1 on-scene at 1918 going to fire ground 2.”

All communications related to an incident will remain on the assigned fire ground talk group, except that the Incident Commander will use the Fire Main, talk group (25F911,) to initiate communications with Central Dispatch. Central Dispatch will use the assigned fire ground talk group to contact the Incident Commander. Doing this will not require the IC or Central Dispatch to monitor more than one talk group.

## **COMMUNICATION RESPONSIBILITIES FOR EMERGENCY DISPATCH AND ALARM NETWORK SYSTEMS**

The primary emergency dispatch center is Genesee Central Dispatch and the back-up emergency dispatch center is Flint Township and coordination dispatch center is Mundy Township Station 2.

Genesee Central will dispatch the appropriate fire department to the emergency incident upon receiving a call through the 9-1-1 emergency phone system. The dispatcher will continue to monitor the frequency, receive communications as necessary, and relay information as required.

The Mundy Township radio alarm network shall be placed in operation when a request for emergency coordinators assistance system has been received. (See Guideline 91-1, section VIII, and shall be in operation as required in section VII of this guideline.)

Genesee Central will provide, upon request of the incident commander, additional assistance in notification of various agencies as follows:

- Consumer’s Energy and other utilities.
- The Genesee County Road Commission.
- The Department of Natural Resources.
- Michigan State Police, Fire Investigator.
- Police agencies.
- Emergency medical service agencies.
- Genesee County Office of Emergency Management.
- Other response agencies as required or requested.
- Mutual aid requests.

Provide countywide announcements at 1800 hours upon request and authorization of the department fire chief. Countywide announcements shall consist of the following information:

- Firefighter deaths;
- Countywide training announcements;
- Other information of a county-wide nature that time would not allow notification through normal departmental procedures.

- Countywide training emergency announcements at any time other than 1800 will be done at the discretion of the training committee. ( i.e.) academy class cancelled due to sever weather.

Provide announcements of emergencies that are of a county-wide emergency or requirement, including:

- Severe thunderstorm warning;
- Tornado watch or warning;
- Flood watch or warning;
- Heavy snow warning;
- Activation of the county coordinator emergency system.

If during the weather warning time period more information becomes available, additional updates will be broadcast without reactivation of the countywide tones. All personnel should switch their receivers to the monitor mode to receive weather updates.

The Mundy Township Station #2 will be under the control of the county coordinators during a county emergency coordination incident, and shall become the coordination center.

### **RESPONSIBILITIES FOR THE BASE STATION RADIO OPERATION FOR INDIVIDUAL FIRE DEPARTMENTS**

Base station radios are to "sign on the air" with fire dispatch at the beginning of emergency operations, and are to "sign off the air" at the conclusion of all emergency operations by department name and call numbers.

Base station radios are to assist the incident commander by providing or conveying pertinent information relating to the emergency incident when requested.

Base station radios shall relay information as requested by the incident commander to Genesee Central.

All mutual aid units, when responding to a mutual aid request, may only communicate with their base radios on their proprietary talk group. They shall only communicate with the base radio of the department they are to assist on the assigned fire ground talk group, or on either COD1 or COD 2 talk group with the coordinators at Mundy Township, if responding to an emergency coordination incident.

### **ENFORCEMENT**

The Genesee County Association of Fire Chiefs shall provide for the monitoring of the frequencies as required by this operating guideline, where corrective action is required or considered necessary, the parties concerned shall submit the facts and circumstances in writing to the Genesee County Association of Fire Chiefs Radio Committee for disposition.

The final sanctions shall rest with the Genesee County Association of Fire Chiefs.