

Operating Guidelines

Section: Departmental Administration

Subject: Radio communications, Operations

Policy #: 104

Date Issued: November 13, 2015

Date Revised: October 3, 2017

Purpose

To provide guidance and instruction on appropriate types of communication during emergency response and to restrict communications to only necessary transmissions.

Procedure

104.1

After a Page: The acknowledging Officer of the Fire Department is responsible to make requests through dispatch for any additional equipment or personnel that they feel will be required to mitigate a situation. A senior officer may assume this responsibility after a page, however, only one person will be responsible for these requests until an Incident Command has been established.

104.2

Apparatus Communications: Communications originating from apparatus will be confined to the following:

- “Parry Sound” Pump 2 responding to: (Location of Incident)
- “Parry Sound” Pump 2 on scene
- “Parry Sound” Pump 2 leaving scene
- “Parry Sound” Pump 2 in quarters in service

104.3

Incident Command: The first arriving Fire Department Officer will establish command, control, and provide an initial update with the following information:

- Location (Pump 2 on-scene 37 Louisa Street)
- Type of Building (2 story – Medium Size Residential Dwelling)
- Signs, building/emergency description (i.e. fully involved car fire with a possible structure exposure)
- Hazards (i.e. hydro lines are currently down alongside driveway)

- Mode (i.e. investigation, fast attack, command, mobile command)
- Strategy (i.e. offensive or defensive)
- Actions (i.e. Laying Attack line to Front Door)
- Assume Command (Platoon Chief Assuming Command)

Once command is established all communications will be instigated by and conducted through command as Incident organization is created. Once on scene all personnel will switch communications devices to (Parry Sound Talk around) except the IC also who will remain linked to a repeater.

All on scene personnel will communicate directly with their immediate sector supervisor. Communications that can be conducted face to face should be, to allow for air time to be utilized for critical communications that require the use of the radio.

At times deviation will be required from these procedures due to specific circumstances. These deviations should be rare and the result of an extraordinary occurrences.

104.4

Positive Identification: Whenever a radio conversation, the radio operator calling shall ensure positive identification with the radio operator being called. When calling a radio operator, state who you are calling first and then identify yourself.

- "Parry Sound" Pump 2 calling Fire Dispatch
 - "**Parry Sound** Fire Dispatch - Parry Sound Pump 2"
- Dispatch answers Pump 2
 - "**Parry Sound** Pump 2 - Fire Dispatch Over"
- Pump 2 calls back in service
 - "Pump 2 in quarters in service Over"
- Dispatch Acknowledges Transmission. No need to reply.
 - "Copy - Pump 2 in quarters in service. Dispatch Out."

Note: When calling fire dispatch use "Parry Sound" Fire Dispatch on your initial transmission and identify yourself as "Parry Sound" (Unit ID). Once positive identification has been made "Parry Sound" can then be dropped from radio transmissions.

Responsibility

It is the responsibility of all personnel to adhere to this guideline and use proper radio etiquette. Safety of all operations personnel is our primary concern and available radio time is necessary to achieve an appropriate level of safety.