



Sullivan County

Fire Service Policy & Procedures for use of the Emergency Communications System

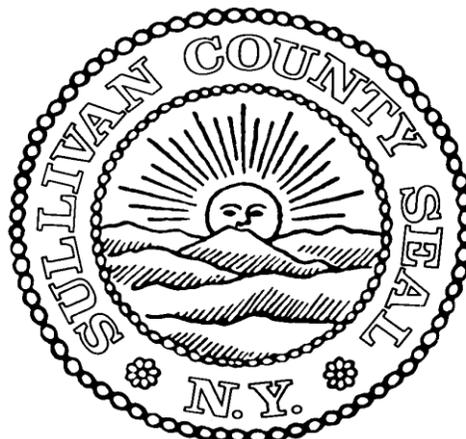


Table of Contents

1) Purpose.....	Page 3
2) Radio Frequency Designations.....	Page 3
3) Signal Codes for Dispatch and Requests from the Field.....	Page 3
4) Fire Department and Apparatus Radio Identification Numbers.....	Page 4
5) Individual Department Officer Radio Identifiers.....	Page 5
6) Response Protocol for all Radio Users.....	Page 5, 6
7) Use of Portable Radios.....	Page 6
8) Calling Back in Service.....	Page 6

1) Purpose

A. The purpose of this policy and procedure will be to ensure the clear, concise and uniform usage of the Fire Emergency Radio Communications System throughout Sullivan County and in conformance to all NIMS communication requirements.

2) Radio Frequency Designations/ Battalion Frequency Assignments

A. All radios used within the Sullivan County Emergency Communications System will have their radio channels set up as follows:

- | | | |
|---------------|-------|--|
| 1) Channel 1: | 46.24 | Truck to 53 Control |
| 2) Channel 2: | 46.12 | Operations |
| 3) Channel 3: | 45.20 | Operations |
| 4) Channel 4: | 45.60 | Operations |
| 5) Channel 5: | 46.30 | Operations - Handheld Only |
| 6) Channel 6: | 46.10 | Dispatch from 53-Control - <u>Receive Only</u> |

B. Upon responding to an alarm and when establishing command at an emergency scene all communications will be conducted on the operations frequency assigned to each Battalion as follows:

- | | |
|-----------------|-------------------|
| 1) Battalion 1: | 45.60 – Channel 4 |
| 2) Battalion 2: | 45.20 – Channel 3 |
| 3) Battalion 3: | 45.60 – Channel 4 |
| 4) Battalion 4: | 46.12 – Channel 2 |
| 5) Battalion 5: | 45.20 – Channel 3 |

3) Signal Codes for Dispatch and Requests from the Field

A. All requests and/or dispatches will be made in plain English, as per NIMS protocol. Where practical, a cell phone may be used as an alternative form of communication to 53 Control for sensitive issues

4) Fire Department & Apparatus Radio Identification Numbers

A. Radio Identification Numbers by Department are as follows;

Beaverkill Valley	Station 61	Bloomingsburg	Station 62
Callicoon	Station 63	Callicoon Center	Station 64
Claryville	Station 65	Fallsburg	Station 31
Forestburg	Station 66	Grahamsville	Station 67
Hankins	Station 68	Highland Lake	Station 69
Hortonville	Station 10	Hurleyville	Station 11
Jeffersonville	Station 12	Kauneonga Lake	Station 13
Kenoza Lake	Station 14	Lake Huntington	Station 15
Lava	Station 16	Liberty	Station 17
Livingston Manor	Station 18	Loch Sheldrake	Station 20
Long Eddy	Station 19	Lumberland	Station 21
Monticello	Station 22	Mountaindale	Station 23
Narrowsburg	Station 24	Neversink	Station 25
North Branch	Station 26	Rock Hill	Station 27
Roscoe/Rockland	Station 29	Smallwood/Mongaup Valley	Station 30
Summitville	Station 32	Swan Lake	Station 33
Westbrookville	Station 34	White Lake	Station 35
White Sulphur Springs	Station 36	Woodbourne	Station 37
Woodridge	Station 38	Wurtsboro	Station 39
Youngsville	Station 40	Yulan	Station 42

B. Specific Apparatus Identification Numbers are as follows;

- 11 to 19 = Engine/Pumper
- 21 to 29 = Tanker
- 31 to 39 = Pumper/Tanker
- 41 to 49 = Ladders/Aerials
- 51 to 59 = Mini-Pumper
- 61 to 69 = Rescue/Utility
- 71 to 79 = Fire Department Ambulance

Example: Beaverkill Valley Fire Department, Station 61

Engine/Pumper	61-11
Tanker	61-21
Pumper/Tanker	61-31
Ladders/Aerials	61-41
Mini-Pumper	61-51
Rescue	61-61
Ambulance	61-71

5) Individual Department Officer Radio Identifiers

- A. Chief Officer radio identifiers will use the individual Fire Department's County I.D. number followed by their standing in rank.

Example: Beaverkill Valley Fire Department, Station 61

Chief:	61-1
1 st Assistant Chief:	61-2
2 nd Assistant Chief:	61-3

- B. Individual departments may use whatever number of additional radio identifiers for officers in their own internal operating procedures. In order to have these radio identifiers recognized for use in the countywide radio communications system the response protocol outlined in this document must be followed.
- C. A list of all Officers and their corresponding radio identifiers by individual department will be kept on record at the E-911 Center (53 Control) and will be updated on a regular basis by the Deputy Fire Coordinator for Logistics.**

Response Protocol for all Radio Users

- A. When initiating a radio transmission the correct procedure will be to give the call sign of the station you are calling followed by your assigned call sign. An un-alerted operator is more likely to hear their own call sign and become alerted to hear the call sign of the calling unit. **Example:** 34-1 this is 17-1 or 34-1 this is 34-11.
- B. Upon dispatch of any emergency, the fire department radio procedure for officers will be as follows; Once Car 1, 2 or 3 calls in to 53 Control that they are responding no other subordinate officers and/or radio identifiers will call in. Cars 4 ,5,6 etc. will not call in until a second dispatch is broadcast and only if Cars 1, 2 or 3 have not responded at that time. Only cars 1, 2 and 3 will sign on after the first dispatch.
- C. If Car 1, 2 or 3 happens to be responding from outside their respective district, that information shall be forwarded to 53 Control when calling in as responding.

Example: 53 Control this is 12-1 responding from Woodbourne.

- D. When arriving on the scene of any reported incident the first arriving officer or apparatus signing on the scene to 53 Control will do so by identifying themselves and then stating, "establishing command".
- E. An exception to Chief Officer sign on protocol would include a subordinate officer and/or radio identifier, i.e.; apparatus, arriving on the scene prior to Cars 1, 2 or 3 signing on the air in order to report conditions found at the scene which require immediate attention or if cars 1, 2 or 3 are responding from outside their district or are out of service.

- F. Fire apparatus responding shall call 53 Control in order of their response as they leave the station. Only the first arriving apparatus to any incident shall call on the scene to 53 Control, all others shall call on the scene to the incident commander on their assigned Battalion Operations Frequency.
- G. Mutual Aid responses for standby duty shall limit radio sign on's to the first responding unit only.
- H. When reporting conditions upon arrival to 53 Control at a reported structure fire the following language is to be employed; After establishing command the first arriving officer or apparatus then can report the conditions found upon arrival as, “nothing showing”, “smoke showing” or “fully involved” to describe conditions found at that time. The dispatcher shall then repeat the reported conditions. This gives responding units as well as dispatchers a clear picture of what is unfolding during the first very important minutes of an incident. Conditions at all other incidents, i.e.; MVA’s, rescues, Haz-Mat, etc, shall be reported using plain English to 53 Control.
- I. Once command has been established on the scene of any emergency a fireground frequency shall be utilized as per Incident Command Protocol and this protocol will be followed thereafter.
- J. The Incident Command System Protocol will outline a Mutual Aid Department’s response procedure and will be binding as to the proper radio usages therein.

6) Use of Portable Radios

- A. Portable Radios although a very practical tool for providing mobility while maintaining a vital communications link on the emergency scene are not recommended nor will be considered acceptable for contacting 53 Control from the field. When at the scene of any emergency it is recommended that the command post work off the most powerful radio available.

7) Calling Back in Service

- A. When leaving the scene the last unit to leave shall call into 53 Control “Returning to Quarters”.
- B. Once apparatus and equipment have been returned to response readiness at the Fire Station a call of back in service should be made.
- C. It is recommended that Departments calling back in service and/or calling for times should do so by phone.
- D. Partial returns to service will be communicated to 53 Control by the Chief in charge and will be noted accordingly by the dispatcher receiving said message.