Bath Township Fire Department			Standard Operating Guideline	
Section **Communications**	**Referral No.** **C- 02**	**Subject:** **Radio Procedures – Clear Text**	**Date Issued** **8/04**	**Date Revised** **10/13**

Purpose:

- To provide guidelines for efficient, safe and effective radio operations.

Scope:

- This standard operating guideline shall apply to all personnel and dispatchers.

Responsibilities:

- Personnel & Dispatchers
  - All personnel have the responsibility of using proper radio procedures.

Guidelines:

Terminology

1. ALL radio traffic shall use "Clear Text". This entails the use of plain speech when no designated phrases are indicated. Use these procedural words and phrases whenever possible. (See Radio Procedures – Terminology SOG)

2. When necessary, use accepted law enforcement phonetic alphabet to clearly identify each letter in the alphabet. (See Radio Procedures – Terminology SOG)

Sending and receiving messages

1. Format:
   a. Identify the unit being called, followed by who is calling.
      "Rescue 1309 from Allen County"
   b. Wait for the unit being called to acknowledge.
      "Rescue 1309, go ahead"
   c. Respond with message.
      "Rescue 1309, be advised that A.E.P. is enroute"
   d. Confirm the message received.
      "Copy, A.E.P. is enroute"

2. Variations:

- It is acceptable, and often preferable, to compress the above format for the sake of brevity. If communications are ongoing, the step of waiting for the unit being called to acknowledge (point "b" under Format) may be eliminated. For example, initial (and later) assignments may be made this way:

"Engine 1304 – Command, Position on the 'A' side of the structure and set-up for offensive fire attack"

"Command – Engine 1304, will position on the 'A' side and set-up for offensive fire attack"

NOTE: EMS and fireground operations will generally require that the receiving party, to ensure a positive reception of information, repeat information and orders. Other communications will generally not have this requirement. A simple "That's clear" or "Message received" will suffice.

3. Arriving on the scene: **Give a Brief Initial Report Transmission (BIRT)**
   a. "Allen County, Engine 1304 on-location. (BIRT) 1320 is in Command"
      i. The address of command is not necessary to transmit if it coincides with the address dispatched to. The street name will automatically become the Command name unless altered by the I.C.
      * For example- Units dispatched to 1801 Reservoir Road- "Allen County – Engine 1304 on-location. Establish ***Nelson Packaging*** Command - 1357 is the I.C."
   b. Any incident in which only one vehicle is dispatched and intends to handle the call (EMS, Lift assists, etc.) will not require that command be established. No BIRT is required.
4. At the scene:
   a. All communications to dispatch shall take place through Command.
   b. All communications to Command shall take place through the proper sector officers.
   c. Maydays and Emergency Traffic communications will function as defined in the Terminology SOG.

5. Fireground Tactical Benchmarks- the following designations will be used on every fire as defined in the Terminology SOG:

a. "All Clear"
b. "Situation Contained"
c. "Loss Stopped"

6. Closing out the call-

a. As units are released from the scene, they are to transmit that they are "in service (or out-of-service) and returning".
b. If multiple units are released at one time, the I.C. will transmit the following-
"Allen County - all Bath units are in-service and returning"
It will not be necessary for each unit to repeat this information.
c. It is preferable that when multiple units intend to transmit the same information, it be done as a group when possible. This is to minimize radio traffic.

7. Medical Unit Transport- when transporting a patient to the hospital, the following communications apply:

Include; receiving hospital, reset trip odometer to 0.0 as starting milage, then relay final ending mileage to dispatch upon arrival at hospital.

Example:
"Allen County – Medic 1306 is transporting to LMH, mileage 0.0"
"Medic 1306 transporting to LMH at 0908"

- Emergency Transport-

Example:
"Allen County – Medic 1306 is transporting to LMH, mileage 0.0, emergency transport."
"Medic 1306 transporting emergent to LMH at 0908"

Non transport-

Inform ACSO that your medic unit is clear of the scene with "x" number of sign offs.
"Allen county-Medic 1306 is clear and returning with 2 sign offs.

"Medic 1306-Allen county I copy clear and returning with 2 sign offs at 1438."