Bath Township Fire Department			Standard Operating Guideline	
Section Communications	**Referral No.** C- 03	**Subject:** Radio Procedures - Terminology	**Date Issued** 8/04	**Date Revised** 10/13

Purpose:

- To provide guidelines for using clear text terminology.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Personnel & Dispatcher's
  - All personnel & dispatchers have the responsibility of using proper radio procedures and clear text terminology.

Guidelines: Clear Text Terminology

1. ALL radio traffic shall use "Clear Text". This entails the use of plain speech when no designated phrases are indicated. A Terminology addendum is located at the end of this SOG. Use these procedural words and phrases whenever possible.
2. When necessary, use accepted law enforcement phonetic alphabet to clearly identify each letter in the alphabet:

A- Adam	H- Henry	O- Ocean	V- Victor
B- Boy	I- Ida	P- Paul	W- William
C- Charlie	J- John	Q- Queen	X- X-ray
D- David	K- King	R- Robert	Y- Young
E- Edward	L- Lincoln	S- Sam	Z- Zebra
F- Frank	M- Mary	T- Tom	
G- George	N- Nora	U- Union	

TERMINOLOGY

Abandon building: Term used in situations of Extreme or High Danger. Personnel will drop all equipment in place and evacuate immediately.

Affirmative: Yes

All clear: A phrase used on completion of the primary search of a fire building indicating to all personnel that the search has been completed and that no victims remain in danger.

Assignment: A predetermined designation of the units to respond to a given type of incident; the entire compliment of apparatus assigned to a given incident; the job to be completed by a crew.

BIRT: Stands for Brief Initial Report Transmission. A brief report given summarizing situation upon arrival at an incident.

Call: An alarm for an emergency.

Callback: On duty crew will request Allen County Dispatch to "text out for a callback times 2" when station is left unmanned while responding to incidents.

Callback Number: A telephone number, provided by 911 center or Dispatch, to contact the person(s) who reported the emergency.

Cancel: An order to advise one or more units or personnel that their services are not needed and to return to service.

Clear: Understood

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when using Clear Text.

Command: The radio identifier for the person in charge of an incident. Also known as Incident Command or IC.

Command Post: A designated location at or near the incident where the primary command functions are executed. The Incident Commander, support staff, and representatives from other agencies (as required) will staff the Command Post.

Defensive Fire Attack: Firefighting technique in which the fire is fought from outside the structure.

Detail: The assignment of one or more personnel to temporary duty.

Dispatch: To order a fire company or EMS unit to respond to a certain location, incident, or event.

Disregard: An order to advise one or more units or personnel to ignore previous message.

District: A designated geographical area of service delivery normally covered by a single fire station. It may also refer to the entire area covered by a single fire department regardless of the number of stations.

Division: Fire scenes are usually divided into divisions to aide in the organization of firefighting operations. In the case of a structure fire, the front of the building would be division A and the other sides would be named division B, C, D, etc, in a clockwise fashion. In a multi story building the ground level floor would be division one with the second floor being division 2, and so on.

Emergency Radio Traffic: Term used to gain control of a radio channel to report an emergency. All other radio users will refrain from using that channel until cleared to do so by dispatcher upon the Incident Commander's request. Radio users will confine all radio transmissions to a possible emergency in progress. Radio traffic considered "Emergency Traffic" includes, but is not limited to mayday, collapse, loss of accountability (P.A.R.), flashover, backdraft, and utility hazards.

En route: Indicated that an apparatus, or other unit, is responding to the incident or other destination.

Entrapment: Victim(s) who are trapped in a vehicle or other man made object.

Evacuate building: Term used in situations when all personnel will begin to back out all equipment in a controlled manner, due to likely hood of danger.

Exposure: A building, vehicle, or other property endangered by fire or other hazards.

Extrication: The removal of victims who are trapped in a vehicle or other man made object.

False Alarm: An alarm for which no fire or emergency exists or for which the fire department was unnecessary.

Fireground: The operational area at a fire.

Fully Involved: A size-up report that indicates that the entire area of a building is so involved with heat, smoke, and flame that immediate access to the interior isn't possible until some measure of control has been achieved with hose streams.

Full Response: A request for response of all personnel and equipment (respective to SOG).

Incident: A fire, medical call, or other emergency that requires one or more fire companies or medical units be dispatched to render aid.

Incident Command System: A systematic plan for conducting operations during an incident.

Incident Commander: One person responsible for the overall management of the incident.

In quarters: Indicates that a unit is in the station.

In Service: A report indicating that an apparatus or medic unit is fully functional and available to respond to an assignment.

Limited Response: A request for specific equipment with an adequate number of personnel for operation.

Log: A chronological record of events and times, such as a dispatch log.

Loss stopped: A tactical benchmark used to indicate that the fire is out and no longer causing damage.

Mayday: Term used to gain control of a radio channel to report an emergency. All other radio users will refrain from using that channel until cleared to do so by dispatcher upon the Incident Commander's request.

MCI: Multiple Casualty Incident or Mass Casualty Incident

Message: A communication consisting of a contact call, response, text, and acknowledgement.

Mutual aid: A written agreement between agencies and or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

MVA: Motor Vehicle Accident

MVC: Motor Vehicle Crash

Negative: No

Nothing showing: A report given by the first-in unit at an incident indicating to the dispatcher and incoming units that no smoke, fire, or other emergency situation is apparent. It is assumed that the first-in unit will be out investigating.

Offensive Fire Attack: Firefighting technique in which the fire is fought from within a structure.

On Location: Has arrived on the scene of the incident or the location previously en route to.

Out of service: A report indicating that an apparatus is not available to respond to an alarm. This report shall be followed by a message indicating the estimated length of time that the unit will be unavailable.

Progress report: A periodic radio report required to update the incident commander on the status of the assignment or overall incident.

Quarters: The fire station.

Quick Hit/Transitional: Refers to a mode of fire attack in which first arriving crews will apply water to a fire from the outside of the structure immediately prior to gaining entry into the structure for traditional offensive fire attack.

Respond: To proceed to the scene of an incident or other event.

Responding: A term indicating that the unit is proceeding to the scene.

Resume normal traffic: Radio channel is clear for normal use. Used to clear emergency traffic or a mayday.

Run: A fire or medical alarm.

Situation contained: The tactical benchmark used to indicate that the progress of a fire has been stopped, and that no additional resources are required.

Size up: The evaluation of every aspect of a fire scene. Size-up is performed by first arriving personnel on scene and should begin before arrival with information available. Size-up is ongoing throughout the incident. A proper size up must take into consideration multiple facts such as how big is the fire, what is burning, are there power lines or natural gas lines near by, how many firefighters are available, is more personnel or equipment needed etc.

Staging: A designated location(s) at or near the incident where apparatus, equipment, and personnel are to stand-by for assignment.

Status report: Provide an update on progress.

Triage: A system used for sorting patients to determine which patients will receive treatment and transported to the hospital first.

Walkup Basement/ Walkout Basement: Any basement that has direct exterior access.