

# Butler County, Ohio - Fire and EMS Communication Standardization Plan

## Butler County Fire Chief's Association

As we approach the implementation of a county-wide radio system, communication interoperability between all public safety agencies will finally be possible. The Butler County Fire Chief's Association recognizes the paramount importance of adopting a standard system for unit designation and common language. A standardized plan will allow for the appropriate resources to be deployed in a timely manner, ease communication between agencies by reducing confusion, and maximize the potential for interoperable communications.

### 1) **Fire Station Numbering**

#### 1) General Guidelines

- i) No two units on the Butler County radio system will have the same designation
- ii) Fire and EMS units will identify themselves with a plain-language unit type, followed by a station number
- iii) Plain language unit types will be standardized throughout the county so that a ladder, for instance, will mean the same type of apparatus at any department
  - (a) Unit types should not be truncated (such as saying E71 instead of Engine 71)
- iv) Station numbers will be allocated to departments in blocks of ten, allowing for expansion and flexibility. Also, it will ease in recognizing what department a unit belongs to based on the block of ten.
- v) No department will be given station numbers that conflict with nearby departments in adjacent counties.

#### 2) Numbering Guidelines

- i) Numbers 1 through 9 will be reserved for shared Butler County resources, like the Light & Air truck. They will use their unit type and county number in lieu of the station number where the resource is located.
  - (a) County resources on the west side of the county will use 1 or another odd number
  - (b) County resources on the east side of the county will use 2 or another even number
- ii) It is recommended that all front-line equipment in a station use the station number (i.e. Engine 22, Ladder 22 and Medic 22 respond from Station 22).
  - (a) Reserve apparatus or additional front-line apparatus of the same type can be assigned an unused station number from the department's block of ten (i.e. Engine 22, Engine 29, Ladder 22 and Medic 22 at Station 22).
  - (b) Reserve apparatus will be issued their own number so that, if off duty personnel are called to staff the apparatus, they can identify without conflict. If a reserve apparatus is used to replace a front-line apparatus while it is out of service, the front-line apparatus designation will be used.
  - (c) Even though the system is based on station numbering, departments can number within their block of ten so long as there is no duplication. Engine 21 could reside at Station 22 if needed.
- iii) If a department is assigned to the 40's and currently has stations 1 through 3, their stations would be referred to as 41, 42, and 43.
- iv) Chief officers of a department will be numbered sequentially, beginning with the Fire Chief, who will use the first agency number (i.e. Chief 40). Subordinate chief officers would be numbered Chief 41, Chief 42, etc.
- v) Communication Centers will be addressed by designations corresponding with their fire agency. The nine dispatch centers of the county will be 1COM through 9COM. Engine 51's dispatch center would be 5COM. Butler County's communication center will be addressed as 9COM, corresponding with the county number. Departments dispatched by Butler County will be issued blocks 100, 110, and so on up.
- vi) Apparatus seat positions are denoted by the unit designation, followed by an alpha character, assigned clockwise as follows:
  - (i) A: Officer
  - (ii) B: Rear behind officer
  - (iii) C: Rear behind driver
  - (iv) D: Driver
  - (v) E and F may be used in apparatus with fifth and sixth seats
  - (vi) Example: The officer on Engine 22 would identify as "Engine 22A"

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2) **Unit Types** The designations and their corresponding CAD abbreviations are:

- |     |                  |    |  |
|-----|------------------|----|--|
| 1)  | A.L.S.           | AL | Non-transport EMS unit that provides advanced life support   |
| 2)  | Ambulance        | A  | Transport EMS vehicle that provides intermediate life support  |
| 3)  | Battalion        | B  | Officer-in-Charge (Shift Commander) of a Fire department or division of a department. The Battalion uses the first agency number specified in the numbering plan (i.e. Battalion 40).                                      |
| 4)  | B.L.S.           | BL | Non-transport EMS unit that provides basic life support  |
| 5)  | Boat             | BT | Rigid watercraft capable of supporting equipment to effect rescue and/or search operations on water  |
| 6)  | Brush            | BR | A lightweight fire apparatus specially equipped to fight wild land fires   |
| 7)  | Car              | CA | A vehicle used by Fire or EMS personnel to perform various duties. This designation can include the personal vehicle of a firefighter, officer or EMT issued a radio for their use outside of a fire apparatus assignment. |
| 8)  | Chief            | C  | Chief officer (Chief, Assistant Chief, Deputy Chief, etc.) The Fire Chief uses the agency number specified in the numbering plan; subordinates are then numbered sequentially.   |
| 9)  | Comm             | CM | Communications unit or vehicle   |
| 10) | EMS              | EM | Designated Officer-in-Charge of an EMS department, division or team in the Incident Command structure  |
| 11) | Engine           | E  | A basic piece of fire apparatus with a minimum 1000gpm pump and 500 gallon tank  |
| 12) | Gator            | G  | All-terrain mini-ambulance and first-aid/rehab trailer   |
| 13) | Haz-Mat          | HZ | Hazardous materials response unit that can handle all phases of hazardous materials  |
| 14) | Heavy Rescue     | HR | A larger apparatus with rescue equipment   |
| 15) | Inspector        | FI | Fire prevention inspector  |
| 16) | Ladder           | L  | Truck with an 85 foot or greater ladder and no platform  |
| 17) | Light and Air    | LA | Butler County Light and Air vehicle  |
| 18) | Marshal          | FM | Fire prevention inspector and fire investigator  |
| 19) | MCI              | MC | Butler County trailer equipped for mass casualty incidents   |
| 20) | Medic            | M  | Transport EMS vehicle that provides advanced life support with paramedics on board   |
| 21) | Medical Director | MD | Physician providing medical direction for an EMS agency  |
| 22) | Quint            | Q  | Truck with less than an 85 foot ladder and with or without a platform  |
| 23) | Rescue           | R  | A rescue vehicle with basic equipment  |
| 24) | Snorkel          | SN | Apparatus with articulating boom   |
| 25) | Squad            | S  | Transport EMS vehicle that provides basic life support   |
| 26) | Squirt           | SQ | Elevated master stream apparatus that is not normally manned at the tip  |
| 27) | Tanker           | WT | Vehicle with the primary purpose of transporting water   |
| 28) | Task             | TA | Unit with a specialized ability  |
| 29) | Tech-Rescue      | TR | Butler County specialized rescue unit  |
| 30) | Tower            | T  | Truck with an 85 foot or greater ladder and with platform  |
| 31) | Utility          | U  | Multi-purpose support vehicle (I.e. an SUV or personnel transporter)   |

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#### 3) Definitions and Standardized Terms

- 1) Admin: A radio designator for use by department administrative personnel
- 2) Affirmative: Indicates "yes"
- 3) Alarm: An assignment of apparatus and manpower. (For example, an incident commander may ask for the next alarm to be dispatched based upon the size of a fire.)
- 4) All Clear: Search completed and there are no victims of the fire
- 5) Available: Indication that the Fire or EMS unit is available to respond to an incident or detail regardless of its current location. Should be used to indicate when a unit is clear from a scene, or when a unit is leaving the fire station for an administrative task and can be reached by radio instead of fire station alerting.
- 6) Box: A predetermined area of a district used to assist in location of incidents
- 7) Box Alarm: A predetermined response assignment for specific location, area, or need
- 8) Cancel: Term used to advise responding units that their response is no longer needed and that they should return to an available status
- 9) Command: Emergency scene radio designation for the Incident Commander (IC). Refers to the person, the functions, and the location of command.
  - 1) Establish – Initial setup of the incident management system
  - 2) Assume – The movement of command to an officer of higher rank / authority
  - 3) Transfer – The movement of command to an officer of equal rank / authority
  - 4) Terminate – The release of / final step in the incident management system
- 10) Command Modes: Defensive – Exterior attack, with related support, designed to stop the forward progress of the fire and then provide fire control  
Offensive – Interior attack, with related support, designed to quickly bring a fire under control
- 11) Command Officer: The Chief, Assistant Chief, or highest ranking officer of a Fire or EMS agency
- 12) Command Post: The standard position for the Incident Commander; usually stationary, at the command vehicle or apparatus.
- 13) Detail: Any activity which is not an incident. Examples of a detail: parades, field exercises or training, flushing of hydrants
- 14) Disregard: Term used to advise someone to disregard your last message
- 15) Emergency Traffic: A priority message to be immediately broadcast throughout the emergency scene. It is such that loss of life or personal injury is at stake or involves critical situations requiring immediate additional assistance to prevent loss of life or injury.
- 16) E.M.T.: Emergency Medical Technician
- 17) E.M.S.: Emergency Medical Services
- 18) E.T.A.: Estimated time of arrival
- 19) Exposure: A risk of an isolated fire (brush, dumpster, trash can, auto) spreading to a building or other item not yet involved in fire
- 20) Fast Attack: Situations which require immediate action to stabilize the situation. Command can assist companies and utilize a portable radio to retain Command. This will be of short duration.
- 21) Fire Officer: Uniformed fire personnel holding the rank of Fire Lieutenant or above.
- 22) Fire Showing: Visible fire / flames at scene
- 23) Fully Involved: Fire consuming an entire structure or item
- 24) Incident: Generic term for any EMS, Fire, HAZ-MAT, or Rescue event / activity being handled by a Fire or EMS Agency.

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- 25) Initial Report: A short radio transmission as the result of the initial size-up to include a description of conditions and the confirmation and designation of command
- 26) Investigating: A term generally used with Nothing Showing to indicate that the first officer or company is attempting to determine nature or extent of incident
- 27) Knox Box: An on premise, hardened storage box that contains keys for that facility
- 28) Landing Zone (LZ): An area of sufficient size and secured for the landing of a medical transport aircraft
- 29) Landing Zone Coord.: Fire or EMS personnel that has been designated as the primary contact person and made responsible for establishing a landing zone to accommodate a medical helicopter
- 30) Limited Service: A piece of apparatus is available for response, but some of its operation or personnel capabilities are temporarily inadequate
- 31) Loss Stopped: Fire is out or there is no forward progression of the fire
- 32) Mass Casualty Incident: Confirmation that the incident has a high number of victims which indicates that the initial responding resources will be utilized as well as the assignment of additional resources
- 33) MAYDAY: Firefighter or crew is in life-threatening situation. Takes priority over all other transmissions.
- 34) Move Up: Personnel and apparatus are sent to a specific fire or EMS station for possible assignment to a detail or incident. An example of a move up is for station and/or area coverage. Move Up is a routine response.
- 35) Negative: Indicates "no"
- 36) Next Due: The next unit or units best suited to respond to an incident type and location.
- 37) Nothing Showing: No visible smoke or flames at the scene usually used with the term "investigating"
- 38) On Scene: Apparatus or unit has reached the location of the incident or the staging area
- 39) On the Air: Phrase used for station acknowledgement of an incident. (i.e. Station 11 "on the air" for the incident at 400 Maple St). Used for Fire and EMS incidents to let Communications know that your agency is aware of the dispatched incident. Individual units should not give an "on the air" to acknowledge an incident.
- 40) Primary Search: A rapid search of all involved and exposed areas affected by the incident that can be safely entered. Its purpose is to verify the removal and/or safety of all occupants.
- 41) Quarters: A Fire or EMS station
- 42) Recall: To direct off duty employees to return to duty for additional manpower (to "recall" personnel).
- 43) Responding: Unit is going to the designated location under emergency response conditions using red lights and siren
- 44) Responding Routine: Unit is going to the designated location with the flow of traffic
- 45) Restricted Channel: Used by Communications to indicate that a channel or talkgroup is restricted to priority or emergency traffic due to system congestion, emergency situation, or at the request of the Incident Commander.
- 46) R.A.T.: Rapid Assistance Team; a "stand by" rescue team for the sole purpose of rescuing firefighters who become lost, trapped, or otherwise incapacitated during firefighting operations
- 47) Reserve Apparatus: Apparatus that can be manned to replace a first-line vehicle when it is out of service. This apparatus may also be manned when additional units are needed to supplement first-line apparatus complement.
- 48) Secondary Search: Second search of the facility after emergency control operations are completed to confirm the absence or presence of victims.

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- 49) Size-up: The ongoing process of situation evaluation at the incident by the incident commander
- 50) Smoke Showing: Smoke is visible at the scene
- 51) Staging: Process by which units and personnel are positioned at a location away from the emergency scene to await their assignments under the command of a Staging Officer.
- 52) Stand By: Indicator of radio traffic that cannot be accepted at this time. Person initiating traffic should wait until contacted.
- 53) Talkgroup: A virtual "channel" on a trunked radio system
- 54) Transporting: Term used when a squad, ambulance, or medic is going to a hospital or other medical facility with a victim of an incident
- 55) Unavailable: Indicates apparatus is not capable of responding to an incident. Will include one or two basic qualifiers: Operational Problem or Mechanical Problem.
- 56) Under Control: The incident is being contained but not totally resolved. Can be handled by the units assigned.
- 57) Victims: Those members of the public affected by the incident.
- 58) Working Fire: Confirmation that the incident has visible smoke or fire which indicates that the initial responding resources will be utilized as well as the possibility that additional resources will be needed.

# Butler County, Ohio - Fire / EMS Station Numbering

Agency	Stations
College Corner	1
Fairfield	3
Fairfield Twp	2
Hamilton	6
Hanover	1
Liberty	3
Madison	3
Miami Univ EMS	0
Middletown	5
Milford	2
Monroe	2
Morgan	2
New Miami	1
Oxford	1
Rely	2
Ross	2
Seven Mile	1
Somerville	1
St. Clair	2
Trenton	2
Wayne	1
West Chester	5
<b>Total</b>	<b>48</b>

**Comm Center**  
1COM Oxford

**Agency**  
10 **OXFORD**  
Station 11

2COM Hamilton

20 **HAMILTON**  
Station 21  
Station 22  
Station 24  
Station 25  
Station 26  
Station 27

3COM Fairfield

30 **FAIRFIELD**  
Station 31  
Station 32  
Station 33

4COM Miami University

40 **COLLEGE CORNER**  
Station 41

5COM Trenton

50 **TRENTON**  
Station 51  
Station 52

6COM Monroe

60 **MONROE**  
Station 61  
Station 62

7COM West Chester

70 **WEST CHESTER**  
Station 71  
Station 72  
Station 73  
Station 74  
Station 75

8COM Middletown

80 **MIDDLETOWN**  
Station 81  
Station 82  
Station 83  
Station 84  
Station 85

9COM Butler County SO

**Agency**  
100 **ROSS TWP**  
Station 101  
Station 102

110 **LIBERTY TWP**  
Station 111  
Station 112  
Station 113

120 **WAYNE TWP**  
Station 121

130 **REILY TWP**  
Station 131  
Station 132

140 **MORGAN TWP**  
Station 141  
Station 142

150 **MADISON**  
Station 151  
Station 152  
Station 153

160 **MILFORD TWP**  
Station 161  
Station 162

170 **SEVEN MILE**  
Station 171

180 **HANOVER TWP**  
Station 181

190 **SOMERVILLE**  
Station 191

**Agency**  
200 **ST. CLAIR TWP**  
Station 201  
Station 202

210 **FAIRFIELD TWP**  
Station 211  
Station 212

220 **NEW MIAMI**  
Station 221

240 **MIAMI UNIVERSITY EMS**