BUTLER COUNTY FIRE CHIEF'S ASSOCIATION
Standard Operation Guideline

Title: RADIO PROCEDURE   Date Revised: 4-10-2014
Date Adopted: 2010   DateEffective:5/19/2011
Pages: 21   Due for Review: 2015

_____   _____
Steve Botts President BCFCA   DATE

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Purpose: The purpose of the radio communications committee is to ensure and maintain efficient and effective radio communications for all Butler County Fire and EMS Departments, by   investigating and evaluating radio procedures and protocols, develop and implement a radio operations guide, receive, review and evaluate complaints and issues from county fire / EMS departments and make informed recommendations to the BCFCA concerning all radio communications relative but not limited to: dispatch, operations and training. Any known or perceived violations or infractions of FCC rules or bylaws adopted for the system shall be immediately reported to the Butler County Sheriff.

Scope: This committee will provide the General Operational Guidelines for Butler County Fire and EMS Radio Procedures to the Butler County Fire Chief's for their review and approval to be formally adopted and used throughout Butler County Fire and EMS Departments.   These are not rules, but guidelines under the best of conditions with the maximum resources available.

Membership:

7 Members appointed by BCFCA
4 Members as technical advisors, 2 from Dispatch Centers, 2 from BCSO Communications division

This committee shall be a standing committee consisting of 7 members appointed by the Butler County Fire Chief's Association and 4 members at large to serve as technical advisors.

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GENERAL:

The Butler County communications system is comprised of an 800 megahertz radio network for Public Safety agencies throughout Butler County, and the region with several PSAP locations. This system was designed to provide emergency dispatch and radio communications and allow interoperability between Butler County, surrounding communities and State agencies on the radio system.

   This procedure is to ensure efficiency and uniformity in the use of the radio communications system. It is impossible to develop specific procedures, or plans for all situations that may arise. Therefore it will be the responsibility of each PSAP to monitor radio activities for proper conduct and procedure, and report any violation to the Butler County Sheriff per the participation agreement guidelines.

The rules and regulations of the federal communications commission shall be strictly observed and adhered to at all times.

All users of the system shall obey such directions, rulings and orders in reference to operating procedures as listed in this General Operating Guideline. Failure to follow the rules and this guideline will start the corrective action process.

- A letter will be written by the Butler County Sheriff to the joining political subdivision and any individual user(s) believed to be responsible for the infraction and be instructed to cease and desist their misconduct.

- Thereafter, should that violation reoccur, the Sheriff shall have the right, dependent upon the nature, extent, frequency and severity of the violation, to take action, reasonable under the circumstances to involuntarily terminate, limit, remove, suspend, alter, or materially curtail use of a particular user's subscriber equipment or the system to prevent repetition of the violation.

Suggestions, questions or complaints (Non violation Issues) concerning operating procedures shall be submitted in writing to the Butler County Fire Chief's Association who will forward to the radio procedures committee for consideration. Whenever possible the response shall be returned in writing to the person initiating the issue.

The Butler County 800 MHz radio system is designed as a public safety system, therefore, the transmission of messages of a personal or non-emergency nature are strictly prohibited.

1.0 OPERATING AND BROADCASTING PROCEDURES

1.1 End users of the Butler County radio system shall not use or recognize 10 codes / signals or CB jargon. All radio traffic shall consist of plain language.

1.2 When broadcasting, the microphone should be kept 2-3 inches from the mouth and a normal voice should be used, without shouting.

1.3 Speak in a normal tone, slowly and distinctly. Avoid emotional displays; maintain a professional and business like voice.

1.4 Keep all radio traffic to a minimum.

1.5 Plan your message before transmitting. Make message concise and to the point, only speak after you key the PTT and hear the chirp that indicates you have the talk group.

1.6 Do not use proper names; use either the unit ID or ICS/ NIMS designation.
- Exception: See Mayday procedure section 8.2

1.7 When receiving complicated or important information or instructions, repeat the transmission back to the sender to ensure proper communication.

2.0 NON-EMERGENCY RADIO TRAFFIC

2.1 A Fire or EMS unit requesting to talk to another unit on the system in a non-emergency mode shall contact their Communications Center on their FD Main Talk Group and request an alternate talk group for non-emergency traffic. When non-emergency communications is finished both units will return to the FD Main talk group and advise the Communications Center of their return to the dispatch talk group.

3.0 EMERGENCY DISPATCH AND RADIO TRAFFIC

3.1 The Communication Center will set off the activation tones and announce the proper unit(s) to be dispatched.   The dispatch shall contain the pertinent information such as:

- Fire/EMS units dispatched
- Incident address and cross streets
- Nature of incident if unknown indicate by stating unknown
- Any other pertinent information received.
- Units dispatched, nature of incident and address shall be repeated.
- Communication Center will assign the Fire Ground talk group

Weather conditions

- o Upon the unit's request weather conditions will be broadcast.

3.2 Every responding Fire and EMS unit will announce on their FD Main talk group their enroute status by indicating the vehicle in which they are responding and the location of the alarm to which they are responding. *(Example: Engine 71 responding to 9119 Cincinnati Dayton Road)*

3.3 The Communication Center will acknowledge each unit responding on the FD Main talk group.

3.4 If a dispatched unit has not acknowledged the call within 2 minutes the Communications Center shall contact that unit to verify acknowledgement of call. If no unit acknowledges the follow up call the Communications Center shall re-dispatch the call to the original unit/ company and the next due unit/ company. Volunteer departments may acknowledge the dispatch by transmitting "Clear on Call."

3.5 For all EMS responses, both EMS and fire units will remain either on their FD Main talk group for all of their radio traffic unless the situation dictates. The fire/EMS officer may request an alternate talk group if necessary. The communications officer monitoring radio traffic may also assign an alternate talk group.   A common talk group shall be assigned for any multi-agency response.

3.6 For any response, all units shall go enroute on their FD Main talk group (unless otherwise assigned by the communications center).   All units shall then switch their portable radios to the assigned Fire Ground (or other common talk group) and leave their mobiles on the FD Main talk group.

3.7 Only the first responding unit arriving on scene shall give the scene size up report on the Fire Main talk group.

3.8 Any fire ground radio traffic needed for communications shall be broadcast to the Communications Center on the FD Main talk group.

3.9 All units can relay pertinent information to each other in a limited fashion on the FD Main talk group should a Fire Ground talk group not be assigned. (*Example: Engine 20 to Medic 20 park in front of our unit*)

3.9.1 Fire and EMS status identification shall use the following terms to indicate their status:

- *Engine 31 enroute / responding*
- *Engine 31 on scene*
- *Engine 31 is available*
- *Engine 31 is at quarters*
- *Medic 31 enroute to hospital*
- *Medic 31 available*
- *Medic 31 is at quarters*
  - *Terms in service responding or out of service on the scene shall not be used. Out of service shall only indicate a unit is down and not available for service.*

3.10.1 When Fire or EMS agencies request a medical helicopter, they should:
- Provide a Location for the Landing Zone.
- Designate a landing zone officer.
- Wait for a talk group assignment from the dispatcher. The following talk groups are most likely to be assigned:
  - 8 TAC 92 D
  - 8 TAC 94 D

The Communications center will:
- Contact the medical helicopter dispatcher to request the response.
- Provide the location and the Landing Zone Coordinator to the helicopter dispatcher.
- Select a talk group and confirm the talk group with the helicopter dispatcher.
- Provide the assigned talk group to the landing zone coordinator.
- Announce to other PSAPs that the talk group has been restricted (and later released) in a manner similar to interoperability talk group assignments.

4.0 SIZE UP REPORT

4.1 Only the first arriving unit shall give a brief size up report describing the situation.

For a structure fire the size up shall contain the following:

4.2 Apparent Conditions
- Nothing showing, or investigating
- Smoke showing (Specify amount, Light, Medium or Heavy and location)
- Fire showing (Specify amount, Light, Medium or Heavy and location)
- Fully involved
- Operational Mode
  - Offensive
  - Defensive
  - Marginal

4.3 Structure locations and assignments shall be identified by the following means: (See diagrams)
- Floor number (division)
- Attic/basement
- Side A- Alpha, B- Bravo, C- Charlie, D- Delta

Charlie

Bravo   **Delta**

Alpha

_____
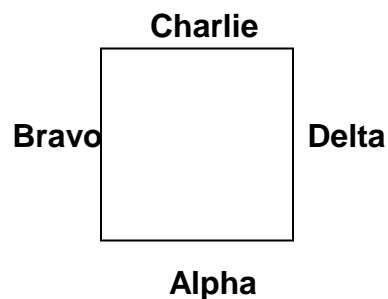
1234 Main Street

_____

4.4 <u>CAN REPORTS</u>

4.4.1 The CAN report stands for CONDITIONS, ACTIONS, NEEDS. By using this model, the person giving the report easily identifies and reports the conditions they are facing, actions taken to mitigate and any support or resources needed.

4.4.2 A CAN report may be called for at any time the Incident Commander wishes to have updated information. Can reports may also be requested by any member assigned to oversee a sector, division or group.

4.4.3 A CAN report can be given to the Incident Commander any time the officer assigned to a task has completed the task or is unable to complete a task for various reasons.

4.4.4 CAN Report Example:

- **Conditions:**
    - Where you are
    - Any obstacles
    - Fire, smoke and heat conditions
    - Interior tenability
    - Interior layout
    - Fuel loads
- **ACTIONS:**
    - Completion of assignment
    - Completion of search
    - Pulling ceilings
    - Knocking down fire
    - Vertical/horizontal ventilation
    - Salvage/Overhaul operations
- **NEEDS:**
    - Urgent help
    - Reinforcement
    - Relief
    - Support to current assignment
    - Tools and or equipment
    - Additional hose
    - More ventilation

5.0 COMMUNICATION CENTER ALERTING TONES

5.1 There are three types of alert tones that are incorporated within the Motorola dispatch console.

5.2 Communications Centers will activate the proper tone in each situation. Each tone has been designated for a type of incident and will be used accordingly.

5.3 *Alert Tone 1 – Emergency Broadcast (Steady tone)*

This tone may be used under the following circumstances:
Officer / responder safety issues
Crimes in progress
Major incidents or emergencies
Butler County PSAP broadcasts

5.4 *Alert Tone 2 – Officer Needs Assistance / Mayday (Alternating hi-lo tone)*

The tone shall only be used whenever a responder activates an emergency alarm, or declares emergency traffic.

5.5 *Alert Tone 3 – Announcement Broadcast*

This tone may be used under the following circumstances:
Weather broadcast
Other announcement

5.6 GENERAL PROCEDURE

5.7 The alert tone will transmit over the console operator's selected radio resource or resources.

5.8 The appropriate alert tone's button should be activated and held for at least three seconds before the broadcast is made.

6.0 EMERGENCY RADIO TRAFFIC:

6.1 **DEFINITION:** The term and radio traffic to be used when a priority communication is necessary to address potentially dangerous circumstances that exist.

6.2 EMERGENCY TRAFFIC: To be used when a priority communication is necessary to address potentially dangerous circumstances that exists:
- Any imminent / potential for structural failure.
- Rapidly changing fire conditions.
- Water supply interruption.
- Any circumstance that poses a material risk to firefighter/civilian safety.
- Immediate evacuation of the building or structure is necessary for any of the above, or for any circumstance the Incident Commander deems necessary.

6.3 All firefighters operating at the emergency scene shall refrain from transmitting any messages upon hearing "EMERGENCY TRAFFIC" transmission and remain alert for the emergent command from the Incident Commander until such time that the "ALL CLEAR, RESUME NORMAL RADIO TRAFFIC" directive is issued by Command for the continuation of normal traffic.

6.4 To clear all radio traffic on the fire ground talk group, the firefighter requesting exclusive use of the talk group shall announce his/her unit ID and declare "EMERGENCY TRAFFIC" . At this time no other radio traffic shall be transmitted until the nature, location and type of emergency is identified. The EMERGENCY TRAFFIC declaration shall be reserved for situations on the emergency scene presenting imminent threat to life safety.

6.5 The incident Commander upon hearing the emergency traffic declaration, shall immediately repeat the emergency traffic as well as the issuance of orders to rectify or retreat from the situation. The Incident Commander may also immediately request that the communications center broadcast on the assigned fire ground channel the emergency alert tone # 2 (See section 5.4) and repeat the emergency traffic as well as orders to rectify or retreat from the situation.

6.6 **EMERGENCY EVACUATION NOTIFICATION:** The Incident Commander will cause the evacuation signal to be sounded any time a fire ground situation exist that warrants a change in strategy (Offensive to Defensive) or requires the immediate regrouping of ALL fire ground personnel to their apparatus or a predestinated staging area for purposes of safety and accountability. A PAR will be taken immediately following the emergency evacuation.

6.7 The Emergency Evacuation Signal shall be one continuous horn blast for 15-20 seconds by all fire apparatus equipped with an air horn. May be repeated as necessary by direction of command.

6.8 The incident Commander shall then immediately contact the communications center on F.D. Main and communicate the operational mode and evacuation order. The communications center shall then set off alert tone 2 (See section 5.4) and broadcast the operational mode and evacuation order on the assigned fire ground talk group.

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7.0 EMERGENCY BUTTON ACTIVATION:

7.1 All 800 MHz radios are equipped with an emergency button. The emergency button is activated by pushing the orange button on the radio or microphone. When this button is activated and the user is on a fire ground talk group, the user's radio will remain on the fire ground talk group. When the emergency button is activated and the user is on Zone "A" talk groups 1-4 the user's radio will automatically revert to its primary dispatch talk group Zone "A" channel 1. The radio with the activated emergency button will have priority radio traffic.

7.2 When a non-BRICS radio activates the emergency button on a BRICS talk group, it will revert to the BC CALLING talk group and will be received by all BRICS Communications Centers. The centers will attempt to identify the radio user needing assistance and respond according to BRICS Policy 4.05 "Response to Emergency Alarms".

7.3 Once the emergency button activation has been received by the dispatch center(s), the dispatch center responsible for the incident that the radio is assigned shall make an inquiry of the end users status.

7.4 Radio operators who have an emergency situation and cannot readily announce their situation due to the threat can push their emergency button. The communications center will then make an inquiry reference your status. (Example: Medic 20-A, are you declaring an emergency?)

7.4.1 To indicate that the emergency button was pressed in error, or that no emergency exists, the code word "*OUT*" shall be used. The code word must be transmitted from the radio that sent the alarm. Any other response, or a lack of response, will be handled as an actual emergency.

   Example: 2 Com to Medic 20 are you declaring an emergency? Medic 20 we are fine there is no problem here "*OUT*".

7.4.2 When the appropriate response is not received, the communications center will notify the incident commander and or dispatch law enforcement and notify a chief officer of the respective agency, in a manner that would not compromise the safety of the unit(s) with the emergency, to the units last known location.

 7.5 To re-set the emergency button press and hold the emergency button or turn off and turn on the radio. The emergency button can only be reset from the radio it was activated on.

8.0 **DECLARING A MAYDAY:**

8.1 **DEFINITION:** MAYDAY is the term for radio traffic to be used in any situation where a firefighter's life or safety is in jeopardy and he/she is unable to remove him/herself from the threatening situation or IDLH environment.

8.2   A firefighter/emergency responder **MUST** declare a MAYDAY when confronted with but not limited to, the following situations:

- Immediately upon a firefighter believing he/she is lost and or disoriented and unable to exit any IDLH environment.
- Immediately upon the sounding or detection of one's low air alarms and a firefighter not being able to promptly exit any IDLH environment.
- Immediately upon a firefighter becoming trapped or entangled to the point where the trapped firefighter is not able to promptly exit the IDLH environment.
- Immediately upon a firefighter sustaining any injury which impairs his/her ability to exit any existing IDLH environment.
- Immediately upon the discovery of a vital PPE problem which poses a substantial threat of injury and a firefighter unable to immediately exit the IDLH environment.
- Immediately upon the discovery of another firefighter experiencing any of the above situations.
- The IC upon not receiving a PAR from a member or crew shall declare a MAYDAY

8.3 When a firefighter/emergency responder identifies any of the above situations they shall activate their emergency button and declare a MAYDAY three times on the radio. By activating the emergency button it will give that radio priority radio traffic and activate the radios emergency sound to be broadcasted over all radios on that talk group. At this time it is imperative that all other radio traffic ceases until the mayday has been cleared by command.

8.4 Firefighters reporting a MAYDAY shall if possible provide the following information:

- **L**: Location
- **U** Unit Number
- **N** Name
- **A** assignment /Air
- **R** Resources Needed.

8.5 The Incident Commander shall immediately deploy the RIC and alert the communications center that a mayday has been declared, and request if desired the activation of the channel marker on the assigned fire ground talk group indicating a restricted channel status.

8.6 The Incident Commander has the ability to manage the RIC operation and fire ground operations on the initial fire ground without utilizing a second. However, it is a recommendation to request a second channel and have it available if the needs arises.

8.7 RIC operations should utilize the original assigned fire ground talk group if the incident commander determines the need to move fire ground operations to a separate channel.

8.8 A PAR should be conducted at the earliest time after the mayday has been broadcasted but not to interfere with RIC operations. If a second fire ground is utilized, a PAR should be conducted on the second fire ground to ensure the appropriate units made switched to the correct fire ground..

8.9   The communications center should assign a dispatcher to monitor the original fire ground talk group where the mayday occurred and the second talk group if utilized.

8.10 The communication center shall then advise the other communication centers that a mayday is in progress and the alternate fire ground talk group that has been assigned is not available for use by other agencies.

8.11 In the event of a mayday declaration an extra alarm consisting of at least 3 fire apparatus and two medic units unless otherwise specified by incident command shall be automatically dispatched by the communications center.

8.12 After the mayday has been cleared the Incident Commander will decide how talk group re-assignments will be handled.

APPENDIX A

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
Reily	2
Ross	2
Seven Mile	1
Somerville	1
St. Clair	2
Trenton	2
Wayne	1
West Chester	5
Total	48

Comm Center

1COM Oxford

2COM Hamilton

3COM Fairfield

4COM Miami University

5COM Trenton

6COM Monroe

7COM West Chester

8COM Middletown

9COM Butler County SO

Agency

10 OXFORD
- Station 11

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

30 FAIRFIELD
- Station 31
- Station 32
- Station 33

40 COLLEGE CORNER
- Station 41

50 TRENTON
- Station 51
- Station 52

60 MONROE
- Station 61
- Station 62

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

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

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

July 2008

APPENDIX B STATION NUMBERING

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"

APPENDIX C DEFENITIONS

Butler County, Ohio - Fire and EMS Communication Standardization Plan
Butler County Fire Chief's Association

2) <u>**Unit Types**</u>   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)

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.

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.

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.

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