

Hurricane Fire & Rescue Hurricane, WV

Operation Guidelines

Subject
Guideline Number
Adopted
Effective Date
Pages

Communications
800.124
March 1, 2007
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3

Purpose: To establish guidelines for communications.

Scope: All Personnel

Responsibility: It is the responsibility of all personnel to adhere to this policy.

RADIO TITLES

Specific radio titles have been assigned to each apparatus and certain personnel. The following list will be utilized to identify each specific apparatus/personnel on the radio communication system.

HVFD Command & Line Officers	POSITION
801	Fire Chief
802	Asst. Chief
803	Captain
804	1 st Lieutenant
805	2 nd Lieutenant
806	2 nd Lieutenant
807	2 nd Lieutenant
890	Chaplain

STATION Units	
811	Engine
812	Engine
813	Pumper / Tanker
814	Rescue
817	Squad
819	Brush / Utility
820	Transport Car
Snorkel 8	85' Platform
Haz-Mat 8	Special Response Trailer

Apparatus replacing out of service apparatus will assume the out of service unit's radio title.

PAGERS

- A. No member will attempt to repair any HVFD pager equipment. Faulty or damaged equipment should be forwarded to Chief via the Chain Of Command.
- B. It is each individual's responsibility that has been assigned a pager to maintain that specific pager.
- C. Pagers damaged by wet weather or water should be taken out of service. Attempt to protect pagers as best as possible during wet weather conditions.
- D. Turn off pagers inside apparatus to prevent feedback (squeal).
- E. Each member assigned a pager should inspect the pager at regular intervals for damage.

MOBILE RADIOS

- A. When attempting to transmit in the mobile system, make sure the microphone is within ½ inch from your mouth to insure good communication. Individuals who speak with a low tone voice may find it necessary to speak slightly louder than normal.
- B. Personnel should turn off portables at all times while in the vehicle.

RECEIVING ALARMS AT STATION

- A. In the event of an alarm is received at this department (i.e. phone calls, walk-ins, etc.); the member that received the alarm should immediately relay all information (i.e. type of call, location, contact name and numbers, etc.) to Putnam 911.

TECHNIQUES/TERMINOLOGY

- A. Hurricane Fire & Rescue operates on a 155 MHz VHF system through the Putnam County Communications Center. We are subject to all regulations as specified by the FCC. This said frequency is licensed for Public Safety/Fire agency communications. Any other use of the frequency is in violation of FCC

- standards and may be subject to fines.
- B. Hurricane Fire & Rescue personnel will not use ten codes and signals.
 - C. **NO** Foul Language will be tolerated on the communication system for any reason.
 - D. All members attempting to use the frequency while others are using the system must demonstrate courtesy. Alarm/emergency traffic will take priority over all other communications.
 - E. Do not loan out any HVFD radio equipment without direct permission from the Chief via the Chain of Command.
 - F. Members are not permitted to discipline or attempt to discipline the dispatchers. Forward communication problems via Chain of Command to the Chief.
 - G. Normally, each apparatus officer in charge should make communications. If **COMMAND** has been established **ALL** communications should flow through the command post.
 - H. The adopted NIMS will be used and communication procedures in accordance with adopted plan. Command established, sector positions, changing of command, etc. should be announced on the radio whenever possible.
 - I. Initial size-up reports will be given upon arriving on scene and a status report several minutes after arrival.
 - J. AM/FM radios if equipped will be turned off while responding to alarms and during normal communications.

EMERGENCY WITHDRAW RADIO PROCEDURES

In the event personnel must be withdrawn immediately for any given reason, the following command should be announced on the working channel of the alarm.

“ALL PERSONNEL, EMERGENCY WITHDRAW “

Only emergency radio traffic should occur to allow for critical communications.

This procedure is accompanied with one (1) long blast on the air horn from an apparatus close to the hazard area requiring withdraw procedures. Withdraw procedures may be repeated several times as needed.

After withdraw has been completed, each Sector Chief will perform an accountability PAR of personnel assigned and report the status to Command.