

Kennebunkport Fire Department

SOG 22

RADIO PROCEDURE

NOV 1996
JULY 1997
SEPT 1999

The Kennebunkport Fire Department is licensed by the Feral Communications Committee to operate on the following radio channels:

Repeater (Channel 1 on portables)
Talk-around (Channel 16 on portables)
State Fire (Channel 2 on portables)
Fire Tactical (Channel 3 on portables)

Kennebunkport Fire Alarm (FA) shall have the sole responsibility for the control of radio traffic. Command may advise/update.

Identify call signs for all Kennebunkport Fire Department officers/apparatus.

Fire Department Officers shall use their Department designation for all radio traffic.

During periods of multiple alarms or other high activity levels, Command may designate which channels are to be used for what purpose. This includes the assignment of channels for the use at particular fire.

The first arriving mobile unit shall report to Fire Alarm the location and condition observed and take command. The substance of all messages shall be repeated by receiving party to verify message contents.

Command will be transferred upon the request of a senior officer.

When equally ranking officers are present the officer in whose district the situation is occurring is considered the ranking officer. (The general procedure for the transmission of a message shall be given. Listen to the repeated message for any errors. Make any corrections necessary.)

If a message is not understood, then a request for a repeat on the message should be made.

When giving a message to the operator shall listen before transmitting to avoid overriding another message. Hold the microphone about 4" from your mouth. Speak at a normal volume level. Shouting causes distortion of the message requiring the need to repeat. (To avoid radio feedback, personal pagers and unit portables should be turned off prior to unit transmissions.)

Units calling Fire Alarm shall normally use their unit/department identification and phrase "calling Fire Alarm".

Junior officers are requested not to sign in-service for emergency calls or off at the scene unless they are the first on scene assuming command, or responding with apparatus. (example: 18 Engine 12 in service ____ on board)

In order to reduce excessive radio traffic, the procedures shall be as follows:

- A. The first fire unit at the scene of any incident shall report arrival at the scene, giving location and a brief size up, unless a chief officer has already done so .
- B. Any chief officer arriving at the scene of any incident shall report its arrival. This includes arrival at working fires and mutual aid calls.
- C. Command shall be established and its location reported to Fire Alarm at all incidents where Command is instituted.
- D. All fire units and responding personnel shall be on the alert for radio instructions en route, either from chief officers, Command, or Fire Alarm. This includes the implementation of the Tactical Channel.
- E. If no specific instructions have been received, the officer or responding personnel (not apparatus) shall report verbally, NOT BY RADIO, to the officer in charge for instructions. This does not prevent notifying the officer in command by radio that the unit/officer is taking a pre-assigned position at an incident.
- F. All unnecessary non-emergency radio traffic will not be tolerated or accepted on the Fire Primary channel. Failure to follow the above SOP may result in the removal of an officer's mobile unit upon the recommendation of the Fire Chief.
- G. No unit will sign on "returning to station", but will sign off at the station with the unit in or out of service.