



Department of Emergency Response
And Communications
Cortland County 911
Public Safety Building; Suite 201
54 Greenbush Street
Cortland, New York 13045

200-002	Title- RADIO PROTOCOL FOR E	
Effective Date April 24 th , 2008	References – Revised December 11 th , 2013 to address moving from VHF Low Band Communications to UHF Digital Trunked Radio System	
Next Scheduled Review		
Modified Date December 11 th , 2013	CLASSIFICATION – POLICY STATEMENT	Approved By -

PREFACE: This policy was adopted December 11, 2013 by the Cortland County Fire Chiefs Association. This policy is to be adhered to by all Fire Departments operating on the Cortland County Land Mobile Radio (LMR) Network. Due to the inherent performance ability of this radio network the need to repeat messages does not exist as long as your radio is affiliated with the network and set to an on network talk group.

OBJECTIVE: This policy establishes the means that County Fire and EMS units are to utilize when communicating with the Cortland County Communications Center and other county Fire Departments during emergency incidents in order to keep radio traffic to a minimum.

POLICY:

A. Radio Programming

1. All county fire radios will be programmed to best suit each departments home operation. However, radios will have many similarities in channel setup. The base county fire radio programming shall include the following:

- Zone 1**
- Channel 1 - Home Department Ops Channel
 - Channel 2 - Fire Dispatch
 - Channel 3 - Fire Direct Channel

 - Channel 13 - Water Supply
 - Channel 14 - County Med

Channel 15 - Interagency
Channel 16 - 911 Priority

Zone 2

Channel 1 - Training Ops

Channel 13 - Fire Ops 1

Channel 14 - Fire Ops 2

Channel 15 - Major Ops 1

Channel 16 - County FP

B. Emergency Incidents

1. Whenever a fire department is activated for an emergency response, all of the assigned apparatus and officers shall utilize their Status Dek Heads to show the appropriate status.
 - a) Dispatch will announce the first Chief and first apparatus that goes Enroute (status 3) over paging.
 - b) In the event a department has multiple incidents at the same time, the first responding unit or chief should contact Fire Control and advise that they are responding to the secondary, or subsequent, incident.
 - c) In the event an ambulance crew member is Enroute to the station and is unable to contact the awaiting ambulance and/or crew, on his/her ops talk group or County Med, the individual may contact Fire Control via the Fire Dispatch talk group to advise that they are Enroute.
2. Fire Apparatus that is Enroute shall state such on their home department's main operations talk group. This notification should also include their crew size (i.e. 206 is responding with a crew of 4).
3. The first arriving fire department member should give an arrival report on the incidents home department's talk group. The first arriving Officer should give an arrival report on Fire Dispatch and make any additional requests for manpower or equipment at this same time if not already done.

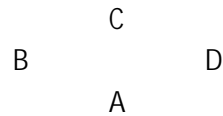
a) Arrival reports are only necessary for fire calls and MVC's, no arrival report is necessary for house calls unless, there is safety issue and/or the call is more severe/involved than dispatch information lead responders to believe and additional resources are needed.

b) After giving an arrival report and it is determined by the first arriving unit and/or the Incident Commander he/she can ask the Communications Center to retransmit the alarm with the updated information.

c) Arrival Reports for Fire Alarms or Structure Fire shall consist of the following:

- 1) Apparatus that is arriving
- 2) Building Size and Type
- 3) Fire Conditions
- 4) Exposures

a. buildings sides shall be lettered with the street address being the A side and subsequently working clockwise.



b. building height shall be numbered

- Basement
- Floor 1
- Floor 2
- Attic
- Roof

d) Arrival reports for Car Accidents shall consist of the following:

- 1) Apparatus that is arriving
- 2) Number of Vehicles
- 3) Number of Patients
- 4) Actions needed

4. In the interest of limiting communications and because departments will use their main ops talk group as the fire ground ops talk group (communications between the attack apparatus, command, and interior crews), apparatus that arrives after operations are underway should do their best to limit radio traffic. Face to face communication should be used. As the incident escalates operations such as water supply and other non-essential communications should be moved to a second talk group or be done face to face.

a) If a secondary talk group is needed, the Incident Commander shall work with the Dispatcher to get a secondary talk group assigned and coordinate its use.

5. Only the Incident Commander of any one incident should communicate with the Communications Center. This communication shall be done on Fire Dispatch talk group.

6. Prior to the designation of an Incident Commander, Dispatch is empowered to communicate with the first unit Enroute or the highest ranking officer, whichever they prefer.

7. Once Command is established, the Incident Commander shall announce the operations talk group and if there are any additional talk groups designated for the incident. The Incident Commander may ask Dispatch to re-tone via pager tones or do an alert tone and announce the assigned talk groups over the paging talk group. They may also choose to have the incoming mutual aid officers notify their departments of the appropriate radio talk groups to be on depending on their assignment.

a) In the event of a mutual aid incident, the incoming mutual aid officers should report to the Incident Commander (face to face would be ideal but communicating on the fireground ops talk group may be appropriate) to determine the needs for his/her department. The mutual aid officers shall then update their incoming apparatus on their departments home talk group. Incoming apparatus and firefighters should then switch to the host departments home talk group upon arrival at the incident unless otherwise directed.

b) If the Incident Commander has a special request for the incoming mutual aid departments, it is also acceptable for the Incident Commander to switch to the incoming mutual aid agencies' home talk group to make specific requests.

(Example: Homer is dispatched to a fire on Cosmos Hill Road, the City and Cville are automatic first alarm mutual aid. 561 arrives on scene and determines he has a working fire, asks for a 2nd alarm and advises that Homer Ops will be the fireground talk group and Fire Ops 2 will be water supply. When the dispatcher sends the 2nd alarm assignment they shall also notify the responding units of the radio talk group designations. In this case the tankers assigned to the incident shall all go to Fire Ops 2 and the manpower units shall go to Homer Ops.)

(Example 2: the same incident as above but 561 confers with the arrived Cville mutual aid officer and chooses to use Cville Ops as the water supply talk group. The dispatcher would then make that announcement.)

8. County Med shall be used for all communications between fire departments and EMS transporting agencies at EMS/medical only calls. For Motor Vehicle Crashes and other similar "rescue" incidents, the host department's ops talk group shall be used.

County Med may also be used for MCI events where triage has been established. Ambulances responding to the scene shall be coordinated on County Med while any rescue activities occur on the home agencies talk group.

9. At the conclusion of an incident, all apparatus and Chiefs shall use the appropriate status button to signal that they are in service or otherwise. No communication to the Dispatcher is necessary as they no longer record dispositions.

C. Non-Emergency

1. All county departments are encouraged to use their main ops talk groups for day to day communications and training.
2. Status Dek heads shall be used to show apparatus out of quarters for various details.
3. Training Ops shall be used for all training events at the Regional Training Center to help encourage manipulation of the mobile and portable radio controls.

D. Landing Zone

1. Interagency shall be the dedicated ground to helicopter talk group.

E. Schools

1. During major events the Incident Commander should monitor the local bus talk group and advise the appropriate Bus Supervisor of road closures and other hazards caused by the emergency.
2. If resources are needed from any of the local school bus garages, such as removing a large number of people from route 81 who are not injured, the appropriate Bus Supervisor should be contacted on their School talk group.

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