

# Cape Elizabeth Fire Department Policy & Procedure Manual

---

<b>Policy:</b>	<b>Radio Use</b>		
<b>Section:</b>	7.100: General		
<b>Policy #</b>	7.110	<b>Date Effective:</b>	07-20-2011

---

**Purpose:** To establish standard radio use protocols

**Responsibility:** All dispatchers and fire department employees shall be familiar with the following department policies.

**Policy:**

- Dispatch will be referred to as: **60** (not Cape Fire or fire alarm)
- Apparatus will be referred to by type and number: Such as Engine, Rescue, Ladder followed by the appropriate #. (they are not referred to as Cape Engine 2)
- Only Chief's and Captains shall sign enroute (Other than the exceptions listed below). Lieutenants and members shall use IAMRESPONDING.
  - Exception 1: **THREE (3)** Rescue members may sign enroute. One will be a driver; one will be an ALS responder; and the other a licensed (any level) member. **ALL OTHERS SHALL USE IAMRESPONDING. TWO (2) licensed members on the air are all that is needed.** Repeated failure to adhere to this policy will result in loss of radio assignment.
  - Exception 2 Night Duty: Members on Night Duty that have been issued a portable radio may go enroute (22:00-6:00) on the air in after using IAMRESPONDING to ensure someone is responding.
- **IAMRESPONDING WILL BE USED BEFORE RADIOS**
- The first member on scene, with a radio, will provide a size up per department policy 7.101.
  - Example 1: 142 to 60, on scene with a 2 story single family, nothing showing on 2 sides. 142 will be in investigation mode and is mobile command.
  - Example 2: Tech 9 Driver 71 and Medic 8 go on the air for a call. Tech 2 is enroute but does not need to go on the air because 3 members are on the air and dispatch knows there is a crew. Dispatch and the responders to the station will know Tech 2 is enroute because he followed the policy and is on the IAMRESPONDING screen. Tech 2 lives close to the scene and arrives 1<sup>st</sup>. He can call dispatch and announce that he is on scene. Tech 9 arrives next but does not need to announce over the radio "on scene" as this is not information

***Next Revision 1/1/2016***

# Cape Elizabeth Fire Department Policy & Procedure Manual

dispatch needs (Dispatch only tracks apparatus and Chiefs and Tech 9 is neither an officer or a paramedic)

- Fire apparatus portables shall be used in the following way:
  - Call sign “Engine 1” (or whichever apparatus) will always be answered by the Officer, whether he is on the apparatus or on a portable radio. (Portable B on all trucks)
  - “Engine 1 Truck” will always be the driver. So if you need something from the apparatus call Engine 1 Truck (Portable A on all trucks)
  - “Engine 1 Portable” will be the firefighter(s) that are riding in the back. (Portables C & D)
- Rescue, WETeam, and Fire-Police will use there department assigned call signs until they arrive on scene and are given a NIMS compliant assignment.
- **REMEMBER WE RARELY USE PORTABLE NAMES-WE USE NIMS COMPLIANT TERMS SUCH AS INVESTIGATION GROUP, DIVISION 1, OR SEARCH PARTY ONE**