Chapter VII Reports and Communication

Subject 1 Radio Procedures

701.01 Objective

    A. To establish basic procedures for use of Fire Department Radios.

    B. To provide Fire Department members with information regarding the use of radios in accordance with acceptable standards during emergency and routine use.

701.03 Transmitting Radio Messages

    A. Think before you transmit. Radio messages should only be used to:
        1. Give an assignment.
        2. Report the status of an assigned task.
        3. Request resources.
        4. Report a safety issue.

    B. All radio transmissions are "Clear Text" and use no codes or CB language.

    C. Always follow the manufacturer's recommendations as to the proper method to transmit on any radio.

    D. Because some talkgroups will be shared by companies on multiple incidents, radio discipline is essential.
    Use the following guidelines:

        1. Face to face communication is best. Communicate in person whenever practical.

        2. When using the radio clearly identify your company, and the company you are calling, before beginning your message.
        Example: "*Engine 3 to Ladder 3*"

        3. Combine messages if possible. When calling command, do not wait for permission to proceed. Make your request with the initial transmission.
        Example: *"Engine 7 to command, we need an additional line to the second floor"*

    E. Use PMDC for all status changes, thus eliminating unnecessary radio transmissions.

    F. To avoid asking messages to be repeated, use dispatch printouts, or write down dispatch information if out of quarters. The Fire Alarm Dispatcher will repeat all alarm locations.

    G. Members shall avoid transmitting messages when other radio traffic is taking place allowing a few seconds after the last transmission before beginning radio message.

    H. Answer all calls promptly; do not assume the Fire Alarm Dispatcher has received your transmission or request unless acknowledged. Field Units do not have to be recognized before transmitting messages relating to fires or fire alarms.

Example: Field Unit: "*Engine 28, investigating at 121 Fifth St"*

Dispatcher: "*OK Engine 28, investigating at 121 Fifth St"*

I. After dispatch of companies, Dispatcher shall broadcast any additional information that will aid field units in carrying out their mission.

Example: "*Attention all units responding to 3028 Woodburn Avenue. We received a report of smoke coming from washing machine in basement"*

NO ACKNOWLEDGMENT BY FIELD UNITS IS REQUIRED.

Dispatcher will require acknowledgment of any message involving lives, person trapped, etc.

701.05 Emergency Traffic

A. The use of emergency transmissions shall be held to a minimum, use only when there is a need to clear all other radio traffic.
B. All requests for additional alarm(s) will be treated as emergency traffic.
C. To establish emergency traffic, the field unit will transmit their unit designation followed by the word "Emergency".

Example: Field unit: "*Engine 23 Emergency, transmit the second alarm for 3028 Woodburn"*

Dispatcher: "*OK Engine 23. Second alarm 3028 Woodburn"*

D. All other units will hold radio traffic until the emergency has been cleared.
E. The Fire Alarm dispatcher will announce "*Emergency Traffic Clear*" to signify the return to normal radio traffic.
F. In the event of an extra alarm fire, companies out of quarters on non-emergency tasks are to return to quarters.

701.07 On Scene Radio Transmissions

A. All transmissions are to be "clear text" which by definition is the use of plain English. No codes of any type should be used in communications. In other words, just say what you mean and ask for what you need in as few words as possible.
B. All units shall continue unless the situation is downgraded by naming which units will handle.
C. The first arriving unit and the first arriving District Chief require a brief report for fire runs. This report should include the unit ID and the condition found.
D. It is not necessary to state the obvious; if you are "investigating" it is assumed there is nothing showing.
E. In those instances where the call for an additional company is for manpower only, it should be followed by the word *"Manpower"*. Thus, the officer in charge of the responding unit will know that a source of water is not needed and to report to the Incident Commander or staging area as appropriate.

701.09 On Scene, Size-Up and Status Reporting Terminology

    A. SIZE-UP REPORT

        1. The first unit arriving at the scene of a fire or 1-Alarm will give a brief size-up report describing the situation.

        2. For structure fires, the report should include:

            a. Apparent Conditions

                i. <u>Nothing showing</u> or <u>investigating</u> - (indicates checking)

                ii. <u>Smoke showing</u> - (amount (light, medium or heavy) and location – floor number, basement, attic and side (A,B,C or D – see following diagrams)

                iii. <u>Fire Showing</u> - (amount (light, medium or heavy) and location –floor number, basement, attic and side (A,B,C or D – see following diagrams)

                iv. <u>Fully involved</u>

            b. Structure Type

                i. <u>Occupancy</u> (dwelling, commercial, public, etc)

                ii. <u>Size</u> (large, medium, small)

                iii. <u>Height</u> (assumed 1 story unless reported)

                iv. <u>Construction</u> (frame, brick, or metal)

                v. <u>Occupant Status</u> (occupied, vacant*, unoccupied**, or undetermined)

   *Vacant building is one having no tenants at any time of day.

                      **Unoccupied building is one in which tenants or workers usually occupy, but due to time of day, or day of week, no one is in the building.

            c. <u>Action taken</u>

                vi. Investigating

                vii. Fast Attack

                viii. Command

             d. <u>Attack Strategy</u>

                ix. Offensive

                x. Defensive

B. Building Side Division Designations

1. Label ABCD
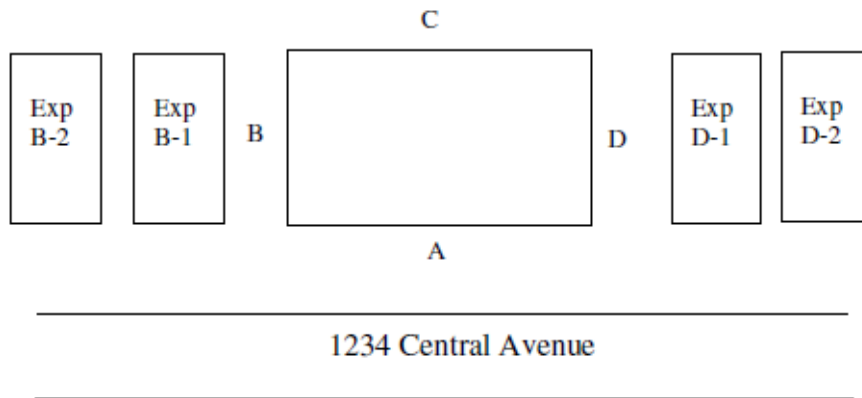2. Begin with A on the <u>Address Side</u> of the Building
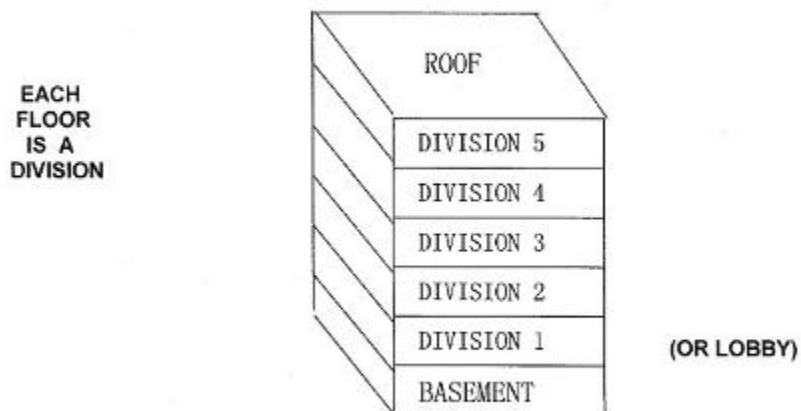3. Label Clockwise
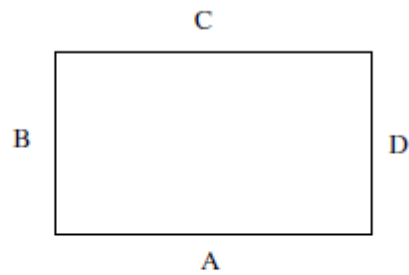
1234 Central Avenue

C. Building Side Division Designations

1. Use lettered side of original fire building as described above
2. Add a numeric designation as you move away from the building

C

| Exp B-2 | Exp B-1 | B | | D | Exp D-1 | Exp D-2 |

A

1234 Central Avenue

D. Building Floor Division Designations

1. Each Division Described by floor number
2. Especially useful in high rise buildings

EACH
FLOOR
IS A
DIVISION

ROOF

DIVISION 5

DIVISION 4

DIVISION 3

DIVISION 2

DIVISION 1   (OR LOBBY)

BASEMENT

701.11 Premier Mobile Data Computer Usage

A. The Premier Mobile Data Computer (PMDC) is used to send electronic messages between dispatch and field units.
B. All status changes (Enroute, Onscene, Available on Radio [AOR], Available in Quarters [AIQ]) Should be relayed via PMDC message.
C. If removing the company from service, use both the PMDC and call both the Fire Alarm dispatcher and your assigned District Chief via radio or telephone to provide any additional information.
D. If your assigned detail or complete detail information (such as the radio channel assignment) fail to appear on the PMDC display, FIRST press the "Refresh All" button. If this does not work, ask the Fire Alarm Dispatcher to re-send the run to your PMDC.
E. See the PMDC operator's instructions for additional information on this device.

701.13 Unit Identification

Operations units are numbered by the station to which the apparatus is assigned. Staff units are numbered by bureau.

Staff Officer Unit Identification

1. Car 1 - Fire Chief
2. Car 2 - Administrative Bureau - Assistant Chief
3. Car 3 - Operations Bureau - Assistant Chief
4. Car 4 - Human Resource Bureau - Assistant Chief
5. Car 5 - Fire Prevention Bureau - Assistant Chief
6. EMS 1 - Paramedic Commander
7. SOC - Special Operations District Chief
8. SO1 - Risk Management District Chief
9. SO2 -Safety Captain
10. MD1 -EMS Medical Director

All other staff cars have a three (3)-digit number depending on whom they work for or are associated with, for instance:

a. Administrative Bureau cars are 200 cars (201, 202, etc.)
b. Operations Bureau cars are 300 cars (301, 302, etc.)
c. Human Resource Bureau cars are 400 cars (401, 402, etc.)
d. Fire Prevention cars are 500 cars (501, 502, etc.)
e. Radio shop cars are 700 cars (701, 787, etc.)

A. Apparatus Unit Identification

1. Engine Companies will use the word <u>"Engine"</u> followed by company number.
2. Ladder Companies will use the word <u>"Truck"</u> followed by company number.
3. Rapid Assistance Teams will use the word <u>"RAT"</u> followed by company number.
4. District Chief Units will use the word <u>"District"</u> followed by district number.
5. Heavy Rescue Units will use the word <u>"Rescue"</u> followed by the unit number
6. Medic Units will use the word <u>"Medic"</u> followed by company number.
7. Airport Rescue Firefighting Unit will be identified as <u>"ARFF18"</u>.
8. Fire Boats will use the word <u>"Boat"</u> followed by designated number.
9. Zodiac Boats use the word <u>"Zodiac"</u> followed by designated number
10. Foam Units will use the word <u>"Foam"</u> followed by designated number
11. Trench Trailer will use the word <u>"Trench"</u> followed by designated number
12. Hazardous Materials Units use the word <u>"Haz Mat"</u> followed by designated number
13. Paramedic Supervisors will use the designation <u>"ALS"</u> followed by designated number
14. Water Tanker will use the designation <u>"Tanker"</u> followed by designated number
15. Light Plant Trailers will use the designation <u>"LP"</u> followed by designated number
16. EOD units will use the Designator <u>"E14-B"</u> The TCV will use the designator <u>"E214-B"</u>
17. Mask Service unit will use the designator <u>"MSU"</u>
18. Mobile Command Center will use the designator <u>"Command"</u> followed by designated number
19. All other vehicles (boat haulers, pick-ups, gators etc) will use the designator <u>"Support"</u> followed by designated number
20. Mass Casualty Incident Response vehicles will use the designator <u>"MCI"</u> followed by designated number
21. Hazardous Materials Decontaminated units will use the designator <u>"DECON"</u> followed by designated number

701.15 Radio Talk Group Structure

A. All channels available in CFD radios are listed on a spreadsheet referred to as a template. This template and the radios themselves are divided into zones. Each radio has the capability to store many zones. Each zone contains up to 16 distinct radio channels. The zone is limited to 16, as that is the number of channel selector positions available on our portable radios.

B. The CFD radio template is designed to enable the incident commander to easily expand radio communications capability. This allows the IC to create a communications network that matches the needs of the incident. Furthermore, this can be accomplished while all units remain in the same radio zone.

C. Zone List and Channel Description

Zone A – EMS Zone

Talkgroups in this zone are primarily utilized for communications on EMS details.

1. **Main Dispatch** – Used for communication with Fire Alarm Dispatcher. All runs are dispatched on this talkgroup.

2. **EMS** – Utilized for ALL on-scene EMS communications

3. **Freeway** – Assigned for all Auto Accident incidents or incidents occurring on a highway

4. **Entrapment** – Assigned for all Entrapment incidents.

5. **Major Medical** – Use on MCI-type incidents. Also assigned for Cardiac Arrest and DOA.

6. **Police Fire Ground (FG)** – Assigned for all EMS incidents where police are dispatched such as assaults. Cincinnati Police can also communicate on this talkgroup.

7. **UC Hospital 1** – Currently Unused.

8. **UC Hospital 2** – Currently Unused.

9. **Child Hosp 1 --** Currently Unused.

10. **Child Hosp 2 --** Currently Unused.

11. **River Run –** Used for all River emergency incidents. This is HCMA 26 in our previous system.

12. **Triage A –** Can be used by an Incident Commander (IC) to facilitate triage activities of patients on an incident scene.

13. **Treatment A –** Can be used by an Incident Commander (IC) to facilitate treatment of patients on an incident scene.

14. **Transport A –** Can be used by an Incident Commander (IC) to facilitate transportation of patients from an incident scene.

15. **All Call EMS** – Can transmit to channels 5, 12, 13, 14, 15 and 16 in Zone A. Used to broadcast messages to all personnel on an incident scene. This channel is not intended to receive messages from other talkgroups. It is designed to transmit information to all quickly.

16. **Mayday EMS** -- – For Mayday procedures as listed in Operations Manual 202.08

Zone B,C, E, F G, H or I – Fire Zones

These Zones are identical in make-up, and will be assigned on a rotating basis as needed upon dispatch of a 1-Alarm fire incident. **Fire Zone B** will be assigned FIRST.

1. **Main Dispatch** – Used for communication with Fire Alarm Dispatcher. All runs are dispatched on this talkgroup.
2. **Command** – This talkgroup is the initial channel for all on scene communications, unless assigned otherwise by the incident commander.
3. **Staging –** Used whenever a staging area is established for an incident. Once established, the first arriving company officer assumes the role of Staging Officer. All companies responding to the Staging Area will switch to this channel for instructions prior to arrival.
4. **Tac 1 –** Tactical channel assigned as needed by the Incident Commander for on scene communications. This could be to a separate Division or Group, or for a lesser task such as a team operating a ladder pipe. The goal of these talkgroups is to lessen the traffic on the command channel, and to provide additional communications capability for all personnel operating on the scene.
5. **Tac 2 -**- Tactical channel assigned as needed by the Incident Commander.
6. **Tac 3 -**- Tactical channel assigned as needed by the Incident Commander.
7. **Tac 4 -**- Tactical channel assigned as needed by the Incident Commander.
8. **Tac 5 -**- Tactical channel assigned as needed by the Incident Commander.
9. **Simplex S1 –** Radio channel that is NOT on the 800 MHz trunking system. These can be assigned by the IC when radios are having trouble reaching the system (i.e. in a basement). The radio ID and emergency button features do NOT work on this channel.
10. **Simplex S2 –** Second Radio channel with identical characteristics as S1 above.
11. **Rehab –** Assigned by the IC to facilitate on-scene rehabilitation efforts.
12. **Triage –** Can be used by an Incident Commander (IC) to facilitate triage activities of patients on an incident scene.
13. **Treatment –** Can be used by an Incident Commander (IC) to facilitate treatment of patients on an incident scene.
14. **Transport –** Can be used by an Incident Commander (IC) to facilitate transportation of patients from an incident scene.
15. **All Call** – Can transmit to channels 2 through 8 and 10 through 16 in the same Zone. Used to broadcast messages to all personnel on an incident scene. This channel is not intended to receive messages from other talkgroups. It is designed to transmit information to all quickly.
16. **Mayday** – For Mayday procedures as listed in Operations Manual 202.08

Zone D Fire Alarm

All on-scene communications at Fire Alarm Incidents will occur on the FIRE ALARM talkgroup, which is channel D8 in the portable radio.

If a company encounters a working fire or other incident while on scene of a fire alarm, the company officer should contact the Fire Alarm Dispatcher on the Main Dispatch talkgroup. The Officer will request the incident be upgraded to the appropriate response level. The companies on the scene of this incident should the switch to the Command Talkgroup D2 and utilize zone D as they use any other fire Zone.

Example: "Engine 23; knock the box for 1234 Main St, have all companies respond on fire ground **D-2**, that is delta-2"

If multiple Fire Alarm drops become 1 Alarm fires, dispatch will assign subsequent incidents another fire zone for communications as described above.

Special Operations Zone

This Zone will be assigned for special operations incidents such as Hazardous Materials, Trench, Collapse or, Suspicious Packages (EOD).

1. **Main Dispatch** – Used for communication with Fire Alarm Dispatcher. All runs are dispatched on this talkgroup.
2. **SOC** – This talkgroup is the initial channel for all on scene communications, unless assigned otherwise by the incident commander.
3. **SOC Tac 1 -** Tactical channel assigned as needed by the Incident Commander
4. **SOC Tac 2 -** Tactical channel assigned as needed by the Incident Commander. This talkgroup will also be assigned as a Command talkgroup if a second Special Operations incident is dispatched.
5. **SOC Tac 3 -** Tactical channel assigned as needed by the Incident Commander.
6. **SOC Tac 4 -** Tactical channel assigned as needed by the Incident Commander.
7. **SOC Tac 5 -** Tactical channel assigned as needed by the Incident Commander.
8. **Disaster Net -** Utilized for communications between hospitals in times of disaster or MCI
9. **USAR 1 -** Utilized by Hamilton County Urban Search and Rescue Team
10. **GC Hazmat** - Used by the Greater Cincinnati Hazardous Materials Unit
11. **Dive Team -**Used for communications by Hamilton County Police Dive Team
12. **Coast Guard -** Available for communication with river assets. This channel is also available in the River Interop Radios.
13. **Lunken –** Can be utilized for communications with Lunken Airport tower. This talkgroup is not regularly monitored.

14. **CVG Pol** – Used for communications with Greater Cincinnati/Northern Kentucky Airport. This talkgroup is monitored by their dispatch center.
15. **UNUSED CHANNEL**
16. **Mayday SOC** – For Mayday procedures as listed in Operations Manual 202.08

8 TAC – Norwood Zone

Contains channels that are not routinely used but which are available for emergency communications.

1. **Main Dispatch** – Used for communication with Fire Alarm Dispatcher. All runs are dispatched on this talkgroup.
2. **Norwood FD** – Used for both dispatch and on scene communications by the City of Norwood
3. **Norwood FG** – Used as a Mayday Channel by Norwood FD. Their mayday procedures mirror our Operations Manual 202.08
4. **Simplex R1** – Used in conjunction with the High Rise repeater system as described in section 701.29 of this manual.
5. **Simplex R2** – Additional repeater channel as described above.

   6 Through **10 – UNUSED CHANNELS**

11. **8 Tac 94** – Channel required by FCC regulations which allow most 800 MHz radios to communicate with each other
12. **8 Tac 93** – Additional channel as described above
13. **8 Tac 92** – Used for communication with the Air Care helicopter. The radio must be in Direct Mode with the l→l symbol visible on the radio display screen. This channel is also available as an additional channel as described above
14. **8 Tac 91 --** Additional channel as described above
15. **8 Tac 90 --** Additional channel as described above
16. **8 Tac Call --** Additional channel as described above. This channel is monitored at Fire Dispatch.

CFD Event Zone

Talkgroups are assigned as needed for special event details. These are typically assigned by the Special Events unit and specified in the Operations Plan for the event.

1. **Main Dispatch** – Used for communication with Fire Alarm Dispatcher. All runs are dispatched on this talkgroup.
2. **Channels 2 through 6 – CFD Event** Channels. Used as described above

7. **Channels 7 through 14** – UNUSED CHANNELS in most radios

15. **TROD 2 –** Currently unassigned
16. **TROD 1 --** Currently unassigned

CFD Training Zone

Used for training purposes. Use of these talkgroups will be coordinated by the CFD Training Bureau.

1. **Main Dispatch** – Used for communication with Fire Alarm Dispatcher. All runs are dispatched on this talkgroup.
2. **Channels 2-5**: These channels are reserved as district talkgroups.
3. **Channels 5 through 15 – CFD Training** talkgroups. Used as described above
16. **Channel 16 Mayday** – For Mayday procedures as listed in Operations Manual 202.08

CMA Zone

Talkgroups in this zone are used to communicate with different city departments. All City of Cincinnati radios on the 800 MHz system are equipped with these Cincinnati Mutual Aid (CMA) talkgroups.

The Main Dispatch talkgroup is NOT available in this zone

CMA 4 is used by snow removal crews. Avoid use of this talkgroup
CMA 5 is used by Cincinnati Police. Avoid use of this talkgroup.

Cincinnati Police Zone

Talkgroups in this zone allow CFD units to monitor CPD radio traffic. Do not transmit on CPD talkgroups.

1. **Main Dispatch** – Used for communication with Fire Alarm Dispatcher. All runs are dispatched on this talkgroup.
2. **City Police 1 –** Main Dispatch talkgroup for CPD District 1.
3. **City Police 2 –** Main Dispatch talkgroup for CPD District 2.
4. **City Police 3 –** Main Dispatch talkgroup for CPD District 3.
5. **City Police 4 –** Main Dispatch talkgroup for CPD District 4.
6. **City Police 5 –** Main Dispatch talkgroup for CPD District 5.
7. **Channels 7 through 14** – **CPD Event** Talkgroups – Assigned as needed CPD for special events.
15. **UC Police** – For communications with University of Cincinnati police on campus.
16. **XU Police** -- For communications with Xavier University police on campus.

Cincinnati Backup Zone

Used for additional communications as needed.

The Main Dispatch talkgroup is NOT available in this zone

1. Channels 1 through 10 – **OH KY Talkgroups** – Currently Unassigned
11. UNUSED CHANNEL
12. **CBU 4 –** Will be assigned in the event of radio system Failure
13. **CBU 3 -**- Will be assigned in the event of radio system Failure
14. **CBU 2 --** Will be assigned in the event of radio system Failure
15. **CBU1 --** Will be assigned in the event of radio system Failure
16. **CBU Call --** Will be assigned in the event of radio system Failure

Mutual Aid Zones

Used for communications during mutual aid responses or assigned by an Incident Commander

The Main Dispatch talkgroup is NOT available in these zones. Channels in these zones cannot be programmed into a scan list

When units are responding out of the city, all on scene communications should be conducted on the talkgroup(s) used by the mutual aid units (i.e. HC FG 2). Company Status Changes such as enroute, or AOR should be communicated either via PMDC or on CFD Main Dispatch

When CFD units are unable to communicate with mutual aid units, a District Chief should respond to the Incident Command Post and serve as a communications liaison. In this case, the responding District Chief will request the assignment of a Cincinnati Fire Zone to conduct incident communications. If our units are out of the range of the 800 MHz system, communications with and among CFD units shall be conducted on the Simplex S1 and S2 channels available in each fire zone.

The most commonly used Mutual Aid zone will be Hamilton Co 1. Channel 1 in this zone is the Main Dispatch channel for Hamilton County units. Subsequent channels in this zone are the most commonly used fireground talkgroups by Hamilton County units.

701.17 Communicating with Dispatch

A. **Dispatch Response Procedures**
B. Upon receipt of a dispatch, suppression units will switch portable radios to the talk group assigned by dispatch staff. The mobile unit (apparatus radio) shall remain on Main dispatch during all emergency responses.
C. **The scan feature on the portable or mobile must be off during all emergency responses and incidents.** This will ensure that no communication is lost during emergency operations. On an EMS or other non-fire ground emergency the "in charge member" is advised to have one person monitor the Main dispatch talk group
D. **Examples:**
Engine 19 & Medic 19 respond to 3000 Vine St. for fall unable to walk, talk group assigned is EMS A2.
   - **Engine 19 & Medic 19 switch to EMS talkgroup via portable radio to maintain communications, and the apparatus radio remains on main dispatch. The scan knob is turned off on each portable radio**
E. *Engine 31, Engine 8, Ladder 31, Ladder 23, RAT 32, Rescue 46, Dist. 4 and Dist.1 respond to 3500 Madison for a building on fire, Fire Zone B assigned for communications.*
   - **Engine 31, Engine 8,Ladder 31, Ladder 23, RAT 32, Rescue 46, Dist. 4 and Dist.1 all switch to Command B via portable radio, the apparatus radio remains on main dispatch and will be the method of providing size-up information to dispatch and all responding units. The scan knob is turned off on each portable radio.**
F. If at any time a CFD unit needs to communicate with a fire dispatcher, i.e. provide initial size up at an incident scene, request Medic unit for transport, or any other request for assistance or resource needs, the CFD member must switch their radio to Main Dispatch and state their needs.
G. If at an emergency scene and communications become difficult due to building construction, the incident commander may advise units to switch to the high rise talkgroups found in the 800 radios. **See Proc. 701.35**. This may assist in providing clear and understandable communications.
   - **This should be used only as a last resort, due to the fact that such a change takes a user off of the 800 trunked system, thereby losing all of the emergency features.**

701.19 Out Of The City Radio Procedures

 A. CFD units are to remain off of all county talk groups unless assigned by city or county dispatch personnel

 B. When responding to a mutual aid request by a county agency, the CFD unit be will given a county talk group assignment along with pertinent dispatch information

 C. A county dispatcher in conjunction with a CFD dispatcher will handle emergency button activations on county talk groups.

701.21 Off Duty or Single Special Event Radio Procedures

 A. When opening a detail for a special event, it is best to contact Fire Dispatch via TELEPHONE.

 B. Members working single special event details can identify by using their badge number on the radio.

 C. If a member, while off duty, comes upon an emergency scene and has radio traffic regarding the incident, the member shall identify by using his/her Badge Number.

  Example: Badge#173 to CFD dispatch,
  GO ahead badge #173.
  I would like to report a 2-car accident at 1700 Linn St. with injuries.
  That is clear #173 companies will be dispatched 1700 Linn St. for
  the reported accident.

701.23 Emergency Button Activation

 A. All CFD ratios are equipped with an emergency button feature. <u>The use of the Emergency Button feature should be considered a LAST RESORT</u>. Transmitting a MAYDAY, ASSISTANCE or BACK UP request is preferred as this allows those in need of assistance to clearly state where they are and what they need.

 B. When the emergency button is depressed, the following actions occur within the CFD radio system:

  1. The button must be depressed for 1.5 seconds to activate.

  2. The user's radio beeps and displays an EMERGENCY message and color coding

  3. <u>The user's radio remains on the current channel and does not automatically transmit (No hot mic).</u>

  4. The emergency radio has priority over other radios on the channel and when transmitting, takes control of the talkgroup from any other radio.

  5. Other radios on the same talkgroup will receive a series of beeps and a color coded message on their display screens. This message will include the radio alias (name).

C. When the IC or assigned Division/Group Supervisor receives an emergency button activation they should attempt to contact the owner of the activated radio. If there is no contact with the radio holder after two attempts to contact, the IC should initiate Mayday procedures as listed in 202.08 of the Operations Manual.

D. Fire Dispatch also receives emergency button activations from any radio on the following talkgroups in the CFD 800 MHz radio system.
   1. Main Dispatch
   2. All Command Channels
   3. All Staging Channels
   4. Fire Alarm Talkgroup D8
   5. All EMS Channels (Entrapment, Highway, Major Medical, Triage Treatment, Transport)
   6. SOC Channels (SOC, SOC Tac 1, 2,3)
   7. Tac 1, 2, and 3 in each Fire zone
   8. All Event Channels (F1 through 5)
   9. CMA 1 through 8

E. This alert allows the Fire Alarm Dispatcher to see the alias of the radio and what talkgroup the radio is on. The dispatcher can hear and talk to the emergency radio on this talkgroup as well. Upon receipt of an emergency button activation, the Fire Alarm Dispatcher should take the following actions:
   1. If the radio is assigned to a working incident such as a fire, the dispatcher should contact the IC, reporting the radio ID, and the talkgroup in question. The Dispatcher should then standby for further direction from the IC
   2. If the radio is assigned to a smaller incident, the dispatcher should make TWO attempts to contact the radio. If no response, the Dispatcher should consider this a "Firefighter Needs Assistance" run, and take action according procedure.
   3. If the radio is not assigned to an incident, take action as described in #2 above, and follow up with a telephone call to the company's quarters.

701.25 Radio Procedures for Fire Investigators and Specialists

A. Plainclothes Fire Investigators, Specialists, and Fire Prevention personnel are to follow the following radio procedures to ensure officer safety. The initial request for status checks may be received via telephone to the fire dispatch center.
   1. All personnel shall notify dispatch via radio when they arrive on scene.
      Example: Car 510 on scene on Vine St.

2. *All personnel shall notify dispatch via radio when they are in service from the scene.*
   Example: "Car 510 in service from 1500 Vine."
3. *All personnel shall notify dispatch via telephone or radio when they are going into a potentially hazardous situation.*
   Example: "Be advised that Car 510 and Car 511 are going to be leaving their vehicles in the 900 block of State Avenue, will advise."
4. *All personnel shall notify dispatch via telephone or radio when they feel they need to be monitored at prescribed intervals.*
   Example: "This is Car 510, I will be in the area of 3400 Rockdale, I need a status check every 15 minutes."
5. Fire Dispatcher will either add the investigator to a current detail, or create a new detail for this instance.

B. **The requester must answer all status checks**.
C. If dispatch **does not receive an answer after a status check** requested by an individual:
1. **Request a police unit to respond also**. Use the **BACKUP** incident type for the police and upgrade the priority from 1 to 1P. Also, in the text of the run, notify the police that the investigator(s) is in plain clothes.
2. **Dispatch the closest fire unit** (engine, truck, Medic, or district chief, etc.)
3. **Notify the District Chief**.
D. *All personnel shall notify dispatch via radio when the status checks are to be discontinued.*
   Example: "This is Car 510, discontinue my 15-minute status checks."

701.27 Emergency Police Assistance

A. When the physical safety of Firefighters is in danger or a serious threat to their safety exists due to a physical assault or threatened assault, the call for Police assistance shall be transmitted in the following manner:
   State unit identification on the radio – **Example**: "Engine #5 *Emergency, firefighter needs assistance at 5th and Vine*".
B. The dispatcher will immediately relay the call to the Police.
C. **USE OF THE EMERGENCY BUTTON SHOULD BE CONSIDERED ONLY AS A LAST RESORT**
D. The dispatcher will immediately relay the call to the Police.
E. The phrase "Firefighter Needs Assistance" shall be reserved for situations where the physical safety of on-scene Firefighters is in danger. In situations when police "Assistance is not necessary, but you do need Police to respond quickly due to potential danger, use the word "Backup" for requesting Police Response.
F. "Backup" will be dispatched without delay (usually one or two cars).
G. Examples of the use of "Backup" would be:

1. When you want to convey a potential situation to the dispatcher without going into detail due to a hostile environment.
2. When you cannot treat an assault victim due to an assailant still on the scene.
   Unit: "Engine 32, Backup".
   Dispatcher: "OK Engine 32 Backup, Forest & Burnet".

H. **The use of either term "Assistance" or "Backup" on the radio is considered emergency traffic and will give that unit priority until emergency traffic is cleared.**

701.29 High Rise Communications System

A. Many high-rise structures have repeater systems installed. A key is used to activate the repeater system at the Control Box in these buildings. The fact that a repeater is installed, the location of the key and control box, as well as other information about the radio repeater system will be noted in the building pre-plan. Each high-rise structure that has a radio repeater system will have installed a system consisting of radio repeater, an antenna and cable and a control box or panel with control wires to the repeater. Several one owner high-rise structures may be covered by one repeater system. Usually, the repeater covering multiple structures will have control boxes in each of the structures to activate the one repeater.

B. The interior radio repeater will remain silent until the incident commander activates it by use of a key or switch from a control panel or box. Some control panels or boxes will be installed in an area that is controlled by building management where the Fire Department may order activation and channel selection. The University of Cincinnati main campus has an 800 MHz radio system and the repeater is activated at all times. High Rise R1 is monitored by UC dispatch. The control panel or box will have capability to select one of two channels for the Fire Department's use. Some systems will have indicator lights to show which channel is activated; others may not. The selection of channel or Motorola equipment will be from the first panel or box activated, and the key used may be locked in the panel. A second panel in the same system may override the first channel selection from the first panel. Therefore, when an indicator light on the control box shows one channel has previously been selected, do not override the channel selection without orders from the incident commander.

C. Activation of the interior radio repeater is accomplished by obtaining a key from a glass covered box mounted next to the control panel or box or from the District Chief. If the control panel or box is in an area controlled by building management, order the activation accomplished by the attendant.

D. The repeaters will have two dedicated channel frequencies installed. Two channels allow two emergencies to be handled in the same area without interference between fire operations. The repeater system will have an antenna and cable installed so that adequate coverage will be maintained. Adequate coverage consists of: Inside every elevator, elevator lobby, and entrance to each enclosed exit stairway. Industry professionals are assuring the Fire Department that adequate coverage of the above locations should give us good reception throughout most high-rise buildings.

E. Company Officers will be required to become familiar with these systems and notify the District Chief and other companies as part of normal pre-fire planning in accordance with Section 202.02 of the Operations Manual.

F. District Chiefs are to coordinate drills on these systems with building management during non-business hours to familiarize Fire Officers with the function and operation and desired during emergency operations.