



City of Winter Park Fire-Rescue

Standard Operating Guideline

700.02

Title: Radio Communications
Procedures: BASIC

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Purpose: To establish a procedure for all personnel to follow when utilizing the Department communications equipment.

Scope: This procedure is to be followed by all employees. Authority to deviate from this procedure rests with the Deputy Fire Chief. This procedure shall be used as a guide for all radio communications. Please keep in mind that our radio traffic is monitored in many places. Be sure that your communications reflect the professional image of this Department.

General: It shall be the responsibility of each employee to know what radio signals are being used in the Department and become familiar with their meaning and proper use.

700.02.01. Definitions:

"WINTER PARK" refers to the dispatch center located at 500 N. Virginia Avenue

Engine Company: Fire Department Pumper Truck / ALS Engine

Rescue Company: Fire Department ALS Transport Capable Rescue Vehicle

Truck Company: Fire Department Aerial Device that is responsible for "truck" type work on the fire scene. This unit is sometimes referred to as a Tower Truck. These are used by the City of Orlando to denote an aerial tower device

Battalion Chief: On-Duty Battalion Chief / Incident Commander – Same as District Chief in Orange County and Orlando Fire Departments.

Chief: Fire Chief, Deputy Fire Chief or Division Chief..

700.02.02. General Radio Communications:

"WINTER PARK" shall activate the alerting system for all emergency calls and it shall be the responsibility of the employees in each station, or on each piece of apparatus, to monitor radio traffic and respond when required.

When a particular unit is dispatched by "WINTER PARK", they will advise their response and be acknowledged. Each unit that is dispatched to respond must contact "WINTER PARK" to confirm response.

When arriving on the scene of the incident, a brief description of the situation is required to be given. This is particularly vital on fire emergencies when instructions need to be given to incoming units. Units should attempt to be as descriptive as possible and relay any instructions to incoming units, and to "WINTER PARK".

Second Due Engine Companies arriving on the scene, shall advise their arrival with "WINTER PARK" and their staging location if necessary.

When a unit is cleared from an incident, they should go in-service and return to their first-due area as soon as possible, unless directed by the Battalion Chief.

Radio transmissions to "WINTER PARK", shall address "WINTER PARK" FIRST. Radio transmissions from one unit to another shall reflect the unit calling FIRST. An example of the unit to unit transmission would be:

"Chief 62 to Engine 61" when Chief 62 is calling Engine 61.

Do not abbreviate radio signals or unit numbers; i.e. "BAT" for Battalion Chief

Do not use proper names. All personnel shall be addressed by rank or call sign. In the case of units with multiple personnel and multiple portable radios, the following should be used:

Engine 61	=	Engine 61 Officer in Charge (OIC).
Engine 61 Driver	=	The person driving Engine 61
Engine 61 Tailboard	=	The person riding in the jump seat on Engine 61.

All personnel are reminded that when you proceed below grade with a portable radio, or are inside a large structure, you may not be able to transmit clearly to "WINTER PARK". The Company Officer shall notify "WINTER PARK" or the responding Battalion Chief prior to entering these types of environments.

As much as possible, radio communications should go through the Command Officer to "WINTER PARK". This will limit the amount of units "WINTER PARK" needs to speak with.

700.02.03. Alert Tone Testing:

At 07:00 each day or at the earliest possible time thereafter, "WINTER PARK" shall perform an ALERT TONE TEST for each Station. The following procedure will be followed by the Communications operator:

- Activate the alert tone for each station in succession.
- Broadcast the following script over TAC 1:

This is the City of Winter Park Fire Rescue Department conducting a morning test of the station alerting system for (state the day and state the current date). This concludes the test. (state the current time).

Additionally, the on-duty Battalion Chief shall notify "WINTER PARK" at the beginning of each shift as to what units, if any, will be out of service for any scheduled events or reasons within that duty shift. In addition, the shift commander / company officer will be required to update the status of their units at all times.

For more detailed communications guidelines please refer to SOG 700.01.



James E. White
Chief of Department