

# Spartanburg Public Safety Department Fire Division

Standard Operating Procedure	No. 101.01
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## I. RADIO PROCEDURE

"Plain text" radio messages should be used in preference to numerical codes to facilitate understanding.

Before transmitting a radio message, know what you are going to say. Choose precise terms to communicate the desired message as clearly and briefly as possible without wasting airtime.

Speak clearly at a practiced rate. Control your emotions and excitement deliberately. If you do not consciously control your voice, it will become garbled under stress. This becomes even more important when wearing a face piece, which hinders communication even more.

Prioritize your messages. Do not use up valuable airtime with unimportant messages and insignificant details. Let critical messages go first. Maintain an awareness of the overall situation and your role in it.

Do not interrupt conversations unless you have emergency traffic. Listen before transmitting, and wait until a message transaction has been completed.

Pause between consecutive messages. This will make it clear when one message has been completed and another started. It will give other units a chance to get on the air with important messages.

Portable radio identification is as follows:

- Engine 1 or Ladder 1 will apply to the operator of the fire engine.
- The remaining personnel will go by their fire company ID and their name.  
Example: Engine 1 -- firefighter Jones to Command
- Single person vehicles will use their assigned vehicle ID. Example: C-9

## **II. RESPONSE**

All fire responses will be Code 3 unless otherwise indicated by the Spartanburg Communications Center or command. While responding, companies may communicate with one another if radio traffic permits. Factors such as occupancy hazards, access, traffic conditions, and response routes may be communicated. Effective communications during this period can set the stage for effective action and improve the overall rescue and fire attack effort.

Company officers should review tactical information in the map book and any pre-fire planning information carried on the vehicle. Subsequent arriving units should monitor radio traffic to be fully informed of the situation based on reports of the first arriving units.

The Spartanburg Communications Center dispatcher will relay any additional information gained from subsequent calls as soon as possible. Additional information and updates will be transmitted to all responding units.

Companies needing specific information shall request it from the first in engine.

## **III. ON SCENE REPORTS**

Units arriving at the scene of incidents should report "Spartanburg (Unit ID) on scene." To simplify communications, Station 1 units arriving at the same time should have Car 9 or Engine1 report all Station 1 units on scene in one transmission. This simultaneously notifies Spartanburg Communications and the Incident Commander that the units have arrived on scene.

Once command has been established, communication between Spartanburg Communications and units at the incident will be directed through command.

## **IV. SIZE-UP REPORT**

The first unit arriving at the scene of an incident will give a brief size-up report describing the situation. For structure fires, the report should include:

### **Apparent conditions**

- Nothing showing (indicates checking)
- Smoke showing (amount and location)
- Fire Showing (amount and location)
- Working fire
- Fully involved

### **Structure type**

- Occupancy type
- Size (large, medium, small)
- Height (assumed 1 story unless reported otherwise)

A size-up report is also required for brush fires and any other significant incidents, if additional assistance is required.

The term “working fire” indicates a situation which will require the commitment of all responding companies. This report advises Spartanburg Communications that the companies will be engaged in tactical activities and will be held at the scene for an extended period of time.

On multiple engine response involving working fires, in service units will move to their assigned standby locations, unless directed by command to an alternate location.

Only command can release companies from an incident. Command will indicate the unit(s) to "hold" at the scene and release the remainder of the assignment.

## **V. EMERGENCY TRAFFIC**

The term "emergency traffic" will be utilized by any unit encountering an immediately perilous situation and will receive the highest communications priority from Spartanburg Communications, command, and all operating units. At this time, all radio traffic on the fire ground channel should cease and full attention given to the unit who called for “emergency traffic.”

## **VI. MAY DAY**

"May day" is a term to be used only in the event of a lost or trapped firefighter. The lost or trapped firefighter should issue a “may day” communication over the radio. At this time, all radio traffic on the fire ground channel should cease and full attention given to monitoring for any communications from the firefighter. All other fire ground communications should be transmitted on an alternate channel. At the announcement of a “may day,” EMS will automatically be dispatched if not already on the scene.

After issuing a “may day,” the firefighter should give a status report. The status report should include:

- The firefighter’s status – lost, trapped, injured
- The firefighter’s last known location
- The firefighter’s air supply level

The rapid intervention team, command, Spartanburg Communications, and the “may day” firefighter should stay on the same radio channel. Priority should be given to the “may day” firefighter’s transmissions.