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## **Standard Operating Guidelines**

**SOG NO.:** KP-2-0007  
**SOG TITLE:** COMMUNICATIONS  
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**Purpose:** The Purpose of this guideline is to provide standard operating procedures for 2 way radio communication equipment (800 MHz. trunk and UHF radio communications). It was established to promote the most efficient and effective use of the communication.

**Scope:** The guideline shall apply to all members. Officers shall bear the responsibility for enforcement. In case of a lack of an officer, the director of the first arriving apparatus shall bear this responsibility.

### **Procedure:**

Montgomery County 800 Mhz Radio System:

Montgomery County 800 Mhz radio will be our primary radio system. Officers and selected personnel may be assigned portable radios.

### **Channel Assignments:**

1. Dispatch Channel will be FE Dispatch on the Montco 800 Mhz radio system.

2. The Working Channel will be Region 4, located in the “A” Bank position 4 of the 800MHz radio is to be used for responding, arrival and clearing emergency scenes. This Region is shared with numerous other fire agencies, all communications on this channel should be short and concise.
3. Fireground Channel: Event 4, located in the “B” Bank position 4 of the 800mhz radio is to be utilized for all firefighter fireground operations. All apparatus on the fireground should utilize the region channel. If Event 4 is being utilized by another fire department, MCEDS should assign another Event channel for use as a fireground channel.
4. Additional Channel(s): As an incident escalates and it is determined that additional channels are required, such as for water supply or a hazardous materials team, the incident commander can request additional Event Channels through the County Dispatcher.
5. The KPVFC radio scan list shall include only the following channels: Region 4, Event 4, Region 6, Event 6, PS Cord, Emergency and FE Dispatch. These scan list shall not be modified unless approval is granted by the Communication Director and Fire Chief.

### **Sending and Receiving Messages:**

To ensure that a radio message will be clear and understandable, the user of a two way radio should observe the following practices:

1. Do not use ten-codes or vocabulary that is not understood by all users. Montgomery County has adopted plain-speak for users of all two-way radios on the 800MHz system.
2. Remain calm, speak distinctly and pronounce each word clearly.
3. All radios on the 800MHz system are equipped with identifiers that transmit a tone when the push-to-talk button is depressed. Be prepared for this and wait for the tone to finish prior to talking into the microphone. This will prevent the beginning of your message from being cut off.

4. Phrase your message naturally, not word for word. Avoid lengthy discussions, and be clear and to the point.

### **Repair Procedures:**

Two-way radios, base stations, apparatus radios and station alerting systems are all vital components of the Fire Company's emergency notification and communication system. It is imperative that all equipment function properly on demand. To keep the system functioning properly, the following procedures will be followed:

1. The Communications Director shall be responsible for the proper operation of all radios.
2. In the event that a radio is not functioning properly or a radio is in need of repair, the Communications Director and the OIC shall be notified immediately. The Communications Director shall coordinate all necessary repairs for the radio.

### **Training:**

Proper communications on the fireground is proven to prevent firefighter injuries and fatalities. All members should receive training on the radio system during their probationary period and then at least once annually thereafter. Training should cover at least the following items:

- |                                 |  |
|---------------------------------|--|
| 1) On/off switch                | 6) A-B-C Switch                                |
| 2) Volume                       | 7) Cleaning/Maintenance                        |
| 3) Changing Channels/Talkgroups | 8) Charging                                    |
| 4) Channel Template             | 9) Failsafe Operations                         |
| 5) Emergency Button             | 10) Different audible tones<br>& their meaning |

### **Restricted Activities:**

The radio system is designed for emergency communications and those activities which support the accomplishment of the Fire Company's mission.

### **UHF Radio System:**

1. UHF radios will be issued as back-up radios. No one should utilize the UHF radios until the KPVFC OIC has determined radio assignments.

If we are assisting Swedesburg, Swedeland or Radnor Fire Companies we will utilize the UHF radio at the discretion of the OIC.

### **High Band Radio System:**

1. High-Band Radios are only to be used while responding on the Pennsylvania Turnpike. These radios should be turned off and only turned on during a response to the PA Turnpike.

The fire company will utilize the following designations to enter turnpike property: Car 47 will be "7805"; Rescue will be "7806"; the first engine entering the highway should use "7807"; the squad will be "7808" and a "floater" is "7809". The floater number can be used by any vehicle that does not have an assigned designation entering the Turnpike property as needed.