

Radio Communications Guideline

This Radio Communications Guideline shall provide a plan for uniform procedures in radio communications. Sections covered in this guideline will cover guidelines for the use of base stations, East Greenbush Emergency Communications, mobiles, and portables.

The Federal Communications Commission (FCC) is the governing body regulating emergency radio frequencies and the transmissions conducted on such frequencies. The East Greenbush Fire District #3 holds a current FCC license to operate on 46.16 MHz and 46.28 MHz and will regulate its users and outside departments. Rensselaer County Bureau of Public Safety holds the current license for 46.10 MHz, 46.22 MHz, 46.04 MHz and all 800 MHz frequencies and will regulate their use. The Fire District does hold a current license to operate on 46.10 MHz, 46.22 MHz, 46.04 MHz and 800 MHz, but primary control is the County. All radio systems shall comply with FCC Rules & Regulations part 95. A copy of which is located in the Chief's Office.

Radio Etiquette:

- Think before you transmit, prepare your thoughts. Listen before you speak, to insure that the frequency is clear prior to transmitting.
- Every effort should be made to keep your voice clear, regardless of conditions.
- It is necessary to speak distinctly in order to be easily and accurately understood.
- Words must be pronounced carefully, giving proper form to each sound in every word. The use of phonetic spelling may be needed for others to understand.
- Do not use personal names.
- Good radio etiquette will result if the following are complied with:

Keep a natural conversational rhythm. Speak steadily at medium speed.

Do not hurry over less important words.

Do not shout.

Each word should be spoken with equal volume. Do not let your voice fade away.

Try and avoid background noise as much as possible.

No unnecessary phrases or comments will be transmitted on any frequency.

Blind Transmissions - a blind transmission is one when the calling unit transmits a message without first identifying the party he is calling and without waiting for the receiving party to acknowledge that they are capable of receiving the message. **No blind transmissions will be tolerated.**

Dispatch Center Recognition:

All units shall recognize the East Greenbush Dispatcher on *46.16 MHz as "502 Control"*. All communications, emergency and non-emergency, within Fire District #3 will use WNLC-502 Control as the Communications Control Point.

All units shall recognize the East Greenbush Dispatchers on *800 MHz as 'East Greenbush Control'*. Communications with East Greenbush Control will be on 12-1. 800 MHz may be used by this District as instructed by the Incident Commander until such time as the District uses 800 MHz as the primary communications frequency. When contacting *Rensselaer County Emergency Communications* on *800 MHz*, refer to them as *"Dispatcher"*. *4-1* will be used to communicate with the County Center when responding to out of Town incidents.

There will be no more contacting Rensselaer County Communications on low band except when requested to do so by the County Center. This may occur when the 800 MHz-radio system is down.

The *Main Station* will be recognized as *"502 Base"*. The Park and North Station bases will be acknowledged as such, Park Station or North Station. These base stations will **not** activate the sirens or pagers at anytime unless a Chief or Communications grants permission.

All personnel are reminded **NOT** to call communications during alarms via telephone. If you did not hear the alarm, report to the closest station to inquire about the alarm. Check the Box Alarm binder, located in each piece of apparatus for responses if your not sure or call 502 Control via radio or a Chief for further instructions.

Frequencies:

All East Greenbush Fire District #3 apparatus mobile and portable radios have five (5) low band frequencies available for use. All District radios are programmed the same to avoid confusion.

Channel 1 - 46.10 MHz. Rensselaer County Fire, Paging frequency

Channel 2 - 46.22 MHz. Rensselaer County Fire, 2nd frequency

Channel 3 - 46.16 MHz. East Greenbush Fire District #3, Operations frequency

Channel 4 – 45.96 MHz. W.F. Bruen Rescue Squad, *(no longer being used)*.

Channel 5 - 46.28 MHz East Greenbush Fire District #3, Tactical frequency (Fire Police)

Channel 6 - 46.04 MHz Rensselaer County Ambulance, Paging frequency (no longer used)

Apparatus will use the following identifiers when operating in Fire District #3, either on low band or 800 MHz:

Engine 3, Engine 6, Engine 7, Engine 8, Engine 9, Truck 11, and PRU 11

East Greenbush Car 1, 2, 3 or 4

Refer to the Rensselaer County 800 MHz Radio Fleet Map for 800 MHz radio frequencies. (SOG 3-6)

Outside Mutual Aid-

When operating outside of Fire District, #3, the following identifiers will be used without exception:

11 -3, 11-6, 11-7, 11 -8, 11-9, Truck 11, and PRU 11

East Greenbush Car 1, 2, 3 or 4

During mutual aid request, apparatus will call out to 502 Control that they are responding and switching to 800 MHz. The dispatcher will advise the County that the East Greenbush apparatus is enroute. The Officer should then switch to the appropriate system and talk group to talk to command. The East Greenbush or the County Dispatcher may give this information. Refer to the County 800 MHz Radio Fleet Map in this SOG, (3-6).

Basic Radio Messages:

All units calling Control will be acknowledged by repeating the unit identification calling and "502 Control"

Example: (field unit) call, "502 Control, Engine 8"
(EGECC) acknowledgment, "502 Control is on, Engine 8"

(EGECC) call, "Engine 3, this is 502 Control"
(field unit) acknowledgment, "Engine 3 is on, 502 Control"

Do NOT use personal names, the following is not allowed:
(field unit) call, "Joe, bring over the axe"
(field unit) acknowledgement, "Ok Larry, be there in a jiffy"

Apparatus shall notify 502 Control when they are responding, arriving, returning, and back in quarters. When responding, state the number of personnel onboard. If responding to an accident or an EMS assist, state number of EMS personnel. The phrase of *"Standing by awaiting a crew"* will **not** be used.

Example: (after receiving an acknowledgment)

502 Control, Engine 7 responding with 5

502 Control, Engine 8 responding with 5, 3 CFR's

502 Control, Engine 6 returning

502 Control, Truck 11 and Engine 8 back in quarters.

(whenever-possible, one unit will call apparatus back in quarters)

The first arriving Chief or apparatus will give an initial arrival report and establish command using the nationally established Incident Command System (ICS).

Example: (after receiving an acknowledgement)

502 Control, Engine 6 arriving, nothing showing.

502 Control, East Greenbush Car 3 arriving, reporting a smoke condition, establishing Bayberry Court command.

When conditions permit, command will transmit a signal to the EGECC

Signal 1-0 - A malicious false alarm (MFA).

An unnecessary alarm.

Good Intent.

Signal 2-0 - A fire condition or incident exists.

Can be handled by the first alarm companies.

Signal 3-0 - A working fire is in progress, other apparatus may be requested, Or a major incident exists that is not under control.

Signal 9-0 - Fatal incident, deceased body.

Code 100 - The department is requesting food and/or drink to the scene.

The use of the term "***Mobile Service***" is used for non-emergency use of units only. **DO NOT** use "***Mobile Service***" when returning from a call for service. When leaving the scene of an incident, the term "***Returning***" shall be used.

Dispatching of Calls for Service:

The East Greenbush Emergency Communication Center (EGECC) will be the primary dispatch point for the East Greenbush Fire District #3.

EGECC will transmit the Fire District for calls for service as per their protocol. All calls for service will require the use of pager tones and three (3) siren tones. The only exception will be for water emergencies, which will require pagers and one (1) siren tone.

At times, the Rensselaer County Center will dispatch the District for calls for service. The EGECC will re-dispatch the call at the completion of the County Dispatch. During mutual aid situations, the EGECC shall re-dispatch the District as time permits.

To avoid confusion with District personnel, the follow terms will be used for dispatch to calls for service:

- **Structure Fire;** where a fire condition or a potential fire condition exists inside a structure. (smoke condition, chimney fire, electrical fire or problem, vehicle fire in a building, etc.) Requires automatic dispatch of EMS.
- **Outside Smoke Investigation;** upon report of a smoke condition that exists outside of a structure, usually in an area. No specific location.
- **Odor of Gas;** define, inside or outside of a structure.
- **Rupture/No Fire;** shall be dispatched as a fuel spill. There are no more "Wash Downs" due to environmental issues.
- **Vehicle Fire;** shall be dispatched as a vehicle fire. If vehicle is a tanker or a tractor-trailer, include in dispatch.
- **Alarm Activation;** define fire alarm or carbon monoxide. For carbon monoxide call's determine if illness has occurred and if so, dispatch of EMS is required.

"3 Minute Rule" (Fire Alarm Activation):

The East Greenbush Fire District has identified a constant problem with unnecessary fire alarm activations. To alleviate the unnecessary response and the safety of emergency personnel, the Fire District has initiated a "***3 Minute Rule***" with these locations. The staff at these locations will be instructed by the District Chief or his designee on the use of this rule.

Upon a Fire Alarm activation, a designated person shall telephone the EGECC to confirm the receipt of the fire alarm. Upon initiation of phone contact, if the person calling is unable to locate the nature of the alarm within a period of three (3) minutes, the Fire District will be dispatched. If within the three (3) minutes, the alarm has been confirmed to be false, accidental or faulty, the Fire District shall not be dispatched. Of course, within the three (3) minutes the caller reports a fire condition or potential fire condition, the Fire District shall be dispatched. During the phone conversation, if there is any doubt that a fire condition may be present, the Fire District should be dispatched.

As of this writing the following supervised occupancies have the "3 Minute Rule" in effect:

1. Northwoods Rehabilitation Center - 284 Troy Road
2. Evergreen Commons - 1070 Luther Road
- 3 Columbia High School - 962 Luther Road
- 4 Hawthorne Ridge – 30 Community Way

Special Announcements:

East Greenbush Emergency Communication Center (EGECC) will conduct a nightly equipment test the District alerting system. The test will occur at 1805hrs. or at a determined time not to conflict with other radio traffic. Special announcements will be read at this time only on the authority of the District Chief or his designee. Special announcements shall be limited and not abused. All announcements should be typed and signed by the District Chief or his designee and forwarded to the Senior Dispatcher within a timely fashion for approval. If time permits, the dispatcher shall read apparatus out of service, hydrants out of service, road closures, training announcements or any information that may be pertinent to responses or the Fire District.

Special Announcements, other than at the nightly equipment test, will require the pager tones only. *No siren activation for announcements.*



RENSSELAER COUNTY
BUREAU OF PUBLIC SAFETY

| Group | System 1 EMS | System 2 North Region | System 3 Central Region | System 4 South Region | System 5 |
|-------|-----------------|--------------------------|----------------------------|--------------------------|----------------------------------|
| 1 | EMS Dispatch | North Dispatch | Central Dispatch | South Dispatch | LOCAL A |
| 2 | Alert | | | | Talk - Around Conventional |
| 3 | EMS - Amb.-Amb. | North Command | Central Command | South Command | |
| 4 | EMS Ops. 1 | North 4 | Central 4 | South 4 | |
| 5 | EMS Ops. 2 | North 5 | Central 5 | South 5 | |
| 6 | EMS Ops. 3 | North 6 | Central 6 | South 6 | |
| 7 | EMS Ops. 4 | North 7 | Central 7 | South 7 | |
| 8 | ALS - REMAC | No. Water Supply | Cent. Water Supply | So. Water Supply | |
| 9 | Regional | North Regional | Central Regional | South Regional | |
| 10 | Training | Hoosick Dispatch | EGB Dispatch | EGB Dispatch | |
| 11 | County Wide | | | | |

| Group | System 6 | System 7 | System 8 | System 9 | System 10 |
|-------|---|---|---------------------|---------------------|---------------------|
| 1 | LOCAL B | LOCAL C | REVERT MODE | REVERT MODE | Phone |
| 2 | Talk - Around Conventional | Talk - Around Conventional | Conventional | Conventional | Unit Identification |
| 3 | | | | | Emergency |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |

| Group | System 11 Emergency Service | System 12 East Greenbush | FCC Channel | County Channel | Frequency Transmit | Frequency Receive |
|-------|--------------------------------|-----------------------------|--------------------------|-------------------|-----------------------|----------------------|
| 1 | Highway Main | Dispatch - EGB | 219 | 1 | 856.4625 | 811.4625 |
| 2 | Highway Incident | E.G.F.D | 239 | 2 | 856.9625 | 811.9625 |
| 3 | Highway Supervisor | E.G.F.D | 259 | 3 | 857.4625 | 812.4625 |
| 4 | | B.L.F.D. | 279 | 4 | 857.9625 | 812.9625 |
| 5 | | B.L.F.D. | 299 | 5 | 858.4625 | 813.4625 |
| 6 | | C.H.F.D | 319 | 6 | 858.9625 | 813.9625 |
| 7 | | C.H.F.D | 339 | 7 | 859.4625 | 814.4625 |
| 8 | | EGB Water | 359 | 8 | 859.9625 | 814.9625 |
| 9 | | EGB Regional | 379 | 9 | 860.4625 | 815.4625 |
| 10 | | Alert | 399 | 10 | 860.9625 | 815.9625 |
| 11 | Countywide | County Wide | Call Sign WPJS218 | | | |

County Channel # 1, # 2, # 3, # 4, # 5 - Trunked Operations (Channel # 1 Home & Status, Channel # 5 Status)
County Channel # 6, # 7, # 8 - Local - A, B, C - Talk Around Conventional
County Channel # 9, # 10 - Not Assigned

800 RADIO FLEET MAP - Version 3.0 - 11 MARCH 2002