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|  | CLEARFIELD COUNTY EMERGENCY MANAGEMENT / 9-1-1 Standard Operating Procedures | Initial: |
| | SOP #: Fire 7-05 | Revised: 10-2005 |
| | Subject: Communications with Fire Mobile Units | |

COMMUNICATIONS WITH FIRE MOBILE UNITS

- In advance of sending a lengthy message, it is preferable to make a preliminary call and await acknowledgment before proceeding. In such cases, the identifying words *"Clearfield County"* should be used when calling the Communications Center. The message should start with *"Clearfield County"* followed by your unit number. For example: *"Clearfield County (from) E-1."*
- When responding to alarms, the highest-ranking chief, for the station first due on that alarm, should advise that they are responding and on location. Only the first chief of that station will be acknowledged by the Communications Center unless a chief of higher rank responds. In instances where multiple companies are responding for mutual aid, only the units responding will be acknowledged not chiefs, as mutual aid requests are normally for equipment and manpower.
- All units responding to an alarm should advise the Communications Center that they are responding and on scene. All units will be acknowledged by the Communications Center. Individual firefighters should not respond by radio and will not be acknowledged by the Communications Center.
- The first chief or unit to arrive on scene shall advise the Communications Center of their arrival and report information of value to other incoming units (see fire ground communications and reports for further details).
- When a unit is relaying information to the Communications Center from an officer, it should be stated such in their message. For example: *"Clearfield County from E-1, by orders of Chief 1, dispatch the second alarm."* Also, if the Communications Center is calling an officer and the unit is answering for him, they should make that fact clear. For example *"Clearfield County from E-16-1 proceed with your message for Chief 16."*
- There is no need to advise the Communications Center that units are *"available by radio"* for driver training, fuel, etc., either by phone or radio. The only time that the Communications Center should be notified is when such activities change the dispatch procedure of the station or necessitate a next due unit to respond, at which time the O.I.C. should advise the Communications Center by phone. (Ex: E-6 out of service at State College parade).

- The Chief or O.I.C. should place all of his units available from the scene of an incident. Individual apparatus available from a scene need not advise the Communications Center of such, unless it was canceled before other units or releasing a stand-by company, at which time the Communications Center should be advised of this fact. (Ex: Chief 8 placing all company 8 units available from Box 9-B). Once a unit is placed available, there is no need for that unit to place it back in quarters. The Chief/O.I.C. may also place his equipment available with exceptions. (Ex: Chief 25 placing all station 25 units available from Box 23B, with the exception of Engine 25, remaining on scene.) Care should be taken when placing a “box” available, as this indicates that all units that responded to that box, regardless of the station they came from, are available.
- Individual officers returning to station or available from a scene need not advise the Communications Center.
- When multiple officers are responding on one apparatus, only the highest ranking officer should be announced as responding with that apparatus.