



# Standard Operating Guideline (SOG)

Radio Communications

## CAUTION:

**PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED TO BE WORN DURING THIS SOG:**


**THIS SOP APPLIES TO THE FOLLOWING DEPARTMENTS (Check all that apply):**

- Public Works
- Fire
- Daycare
- Administration
- Facilities
- Recreation

**PURPOSE:** To ensure that a systematic and disciplined procedure is used for communication over the radio at an incident scene.

**SCOPE:** This Operational Guideline applies to all Department Personnel.

**POLICY:** Radio broadcasts on scene are an important method of communications between dispatch, command, and front line rescue personal. In some instances it may be the only method of communications. It is important that radio communications be clear and concise so as to relay information but also to not block the channel.



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### Radio Communications

#### PROCEDURE:

1. Upon dispatch, all trucks leaving the hall will call dispatch and relay the following information: Their unit number, that they are responding to the scene, how many are on board.
2. Upon arrival at the scene all vehicle will relay to dispatch that they have arrived on scene.
3. When departing the scene the vehicles will relay that they are departing.
4. When returning to hall the vehicles will relay that they are back at the hall. They will not report that they are back in service until all mop up and after action maintenance has been completed.
5. While on scene the following personnel **MUST** have an operating radio on their person: The IC, The Pumper Operator, The Door Commander, Each Entry Team, The RIT Team.
6. The IC will relay instructions to fire personnel over the radio, personnel are expected to respond via radio in a concise and professional manner.
7. While on scene the Fire Chief will be primarily responsible for communicating with Dispatch and other stakeholders while the IC will be responsible for communicating with Firefighters. The IC may choose a working channel.
8. When hailing somebody on the radio firefighters will begin the communication with the name of the individual they are contacting, followed by their name, then the message.
9. When communicating injuries or fatalities or rescue information - consider confidentiality. Never communication personal information over the radio.