



GUAM FIRE DEPARTMENT
AGANA, GUAM

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GENERAL ORDER:	Date of Issue:	Effective:	No. .
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SUBJECT: Communication Policies and Procedures

PURPOSE: To establish permanent communication procedures in Guam Fire Department.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. DISPATCH GENERAL POLICY
- II. STAFFING
- III. DUTIES AND RESPONSIBILITIES
- IV. RADIO COMMUNICATIONS
- V. RADIO CODES
- VI. AREAS OF COVERAGE
- VII. MOBILE UNIT RADIO PROCEDURES

I. DISPATCH GENERAL POLICY

The Dispatch and Alarm Unit is responsible for receiving and coordinating all requests for emergency medical, fire and other emergency services to the general public.

II. STAFFINGA. Policy

The Dispatch and Alarm Unit will be staffed at a minimum of two (2) assigned uniformed personnel at all times. There shall be a designated supervisor within the unit.

B. Procedures

1. The Dispatch and Alarm Unit shall be staffed, if possible, with a certified EMT personnel trained as a dispatcher, twenty-four (24) hours a day, seven (7) days a week.
2. Northern Firefighting District Chief shall provide relief staffing as required.

III. DUTIES AND RESPONSIBILITIESA. Dispatch Unit Supervisor1. Policy

The supervisor shall be responsible for supervising, coordinating and participating in the activities of the dispatch and alarm unit.

B. Dispatcher1. Policy

The dispatcher on-duty has responsibility and control of all telecommunications in the dispatch and alarm office.

2. Procedures

- a. Transmits and receives messages over a two-way radio in a control center in communications with mobile and stationary radio units of a radio system.
- b. Evaluates each request for fire, rescue, medical and other emergency assistance using the following procedures.
 - (1) What is the emergency? (A traffic accident, chest pain, trapped, short circuit, difficulty breathing, person fell, etc.) Have the caller described in his own words the problem. Ask the caller the patient's condition and approximate age or the type of fire or emergency.
 - (2) What is the address? Spell the street name. Is this a house, apartment or hotel (name), etc.. Apartment number? Hotel room number? Nearest cross street or landmark.

- (3) Name of the caller.
 - (4) The telephone number that they are calling from.
 - (5) Tell caller to send someone outside, if possible, to flag down the responding emergency vehicle and turn on outside light if at night.
 - (6) Check address as necessary using computer (if available), maps and other aids available.
- c. Based on above evaluation, dispatches the nearest fire or medic unit. Activates the Police Department as detailed in co-response agreement (if available), and other public safety agencies as needed.

Medics and fire units shall be dispatched according to the following procedures.

- (1) Upon completion of receipt of a call requesting emergency medic or fire services and within thirty (30) seconds, the dispatcher will dispatch the appropriate unit to respond to the call.
 - (2) Transmit the complete address (including apartment, hotel room, house number, nearest cross-street, landmark, etc.); type of emergency (give explicit information such as "not breathing", "chest pain"; approximate age and condition of patient, if known, or classification of fire, or type of emergency, etc..
 - (3) Time and radio call letters.
 - (4) Acknowledge the responding unit and give dispatch case number and time.
 - (5) Announce any co-responding units (military ambulance, fire units, police, etc.).
- d. Provides emergency instructions to the patient or the caller when necessary while the medic or fire unit is responding.
- e. Dispatchers should have in mind the message exactly as it is to be transmitted before going on the air. Each message shall be concise and plainly enunciated after first establishing contact with the responding unit. The dispatcher must speak directly into the microphone.
- f. Follows up on transmitted messages to ensure receipt and understanding.

- g. Maintains control over deployment of mobile units to ensure optional geographic coverage by available units. Shall assist and advise medic units with patients on board as requested.
- h. Shall monitor all radio messages for violations of departmental or FCC rules, regulations and procedures governing radio transmissions and operations. All transmissions shall be restricted to communications directly relating to public safety, health and communications essential to emergency medic and fire activities. The dispatcher may terminate any mobile radio transmission if it interferes, obstructs, hinders or delays the orderly and efficient conduct of the station and its regulation of air time.
- i. Shall complete one (1) dispatch card for each request for emergency services that results in the dispatch of an emergency unit.
- j. Shall maintain and make proper entries in the operating logs as required by Federal Communications Commission (FCC) and department regulations.
- k. Shall operate the MEDICOM system by connecting all requests for communications with appropriate hospitals and participating agencies according to established policies.
- l. Responds to calls for assistance by Policy, Military Fire Department, Civil Defense and other public safety agencies as requested.
- m. Implements contingency plans for disaster until relieved by a higher authority.
- n. Shall provide coordination of all Military Assistance to Safety and Traffic (MAST) helicopter missions.
- o. Shall initiate back-up medic and fire apparatus as needed in accordance with existing policies and agreements.
- p. Shall maintain status report on critical beds as reported by hospitals and advise mobile units (medic) accordingly.
- q. Sends out test signals to all units as needed.
- r. Shall test all mobile dispatch and mobile MEDICOM radios at 0730, 1530 and 2330 daily.
- s. Shall test all hospital and other MEDICOM base station at 0000, 0800 and 1600 daily.
- t. Shall report all telecommunication equipment failures to the appropriate agency. Failure of mobile and portable telecommunications equipment shall be reported to the equipment officer if available. A record of failures shall be maintained in the equipment log.

- u. Shall be responsible for changing, labeling and storing of all communications tapes (if in use).
- v. Shall have a general knowledge of unit boundaries, geographic locations, streets, hotels, public parks and other important places.
- w. If more than one on-duty dispatcher, the senior uniformed personnel (dispatcher) on-duty will be in charge of his shift.
- x. Shall immediately notify the Fire Chief and all other chief officers or officer-in-charge of communication system failure, medic and other vehicle accidents, major alarms or problems.
- y. Shall maintain the security of the dispatch and alarm office including the elimination of background noises. Only authorized personnel will be admitted to the dispatch and alarm office.

IV. RADIO COMMUNICATIONS

A. Policy

For complete radio coverage, all emergency medic and fire units will transmit through one channel.

B. Procedures

1. Fire apparatus, medic units and others shall communicate on the following radio channels.

- a. Dispatch

<u>Channel Two:</u> WDR 69	"STATION #1"	DISPATCH & ALARM UNIT (Tamuning Fire Station)
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Will be used for all daily communications from alarm and dispatch office to mobile units and mobile-to-mobile.

b. <u>Medicom:</u>	"MEDICOM"	DISPATCH & ALARM UNIT (Tamuning Fire Station)
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Will be used by all medic units for purposes of communicating with hospital emergency room doctors and nurses to receive orders in caring for the patient and/or to relay condition reports of patients.

2. Base station dispatcher shall transmit call letter of transmitter under their control after every transmission.
3. The dispatcher shall ensure that all radio transmissions to the dispatch and alarm office and medicom control from mobile units on the road and acknowledgements of broadcasts from base station, shall be by UNIT name or "given names" only, as follows:

"STATION #1"	Tamuning Fire Station
"STATION #2"	Sinajana Fire Station
"STATION #3"	Barrigada Fire Station
"STATION #4"	Dededo Fire Station
"STATION #5"	Agat Fire Station
"STATION #6"	Inarajan Fire Station
"STATION #7"	Piti Fire Station
"STATION #8"	Umatac/Merizo Fire Station
"STATION #9"	Yona Fire Station
"CENTRAL"	Police Dispatcher

EXAMPLE: Station #2, this is Station #1
Station #2, Station #1

V. RADIO CODES

A. Policy

A standardized radio code system shall be used to provide uniformity in the dispatching, acknowledging or originating of radio messages.

B. Procedures

The following radio codes shall be used.

1. Standard Alphabet

A - Alpha	J - Juliett	R - Romeo
B - Bravo	K - Kilo	S - Sierra
C - Charlie	L - Lima	T - Tango
D - Delta	M - Mike	U - Uniform
E - Echo	N - November	V - Victor
F - Foxtrot	O - Oscar	W - Whiskey
G - Golf	P - Papa	X - X ray
H - Hotel	Q - Quebec	Y - Yankee
		Z - Zulu

2. Standard Method of Pronouncing Numbers

0 - Zero	4 - Fower	8 - Ait
1 - Wun	5 - Fi-yiv	9 - Niner
2 - Too	6 - Six	10 - Ten
3 - Th-uh-ree	7 - Seven	

3. Patient Condition Codes

Condition 1 - Patient in good condition
Condition 2 - Patient in serious condition
Condition 3 - Patient in critical condition
Condition 4 - Patient in extremely critical condition
Condition 5 - Apparent DOA

VI. AREAS OF COVERAGEA. Policy

Fire protection and medic (ambulance) coverage shall be designated by geographic area.

B. Procedures1. Response Assignmentsa. District (Battalions) of Firefighting Force

The fire suppression force of the Guam Fire Department shall be divided into two (2) districts (battalions) working the platoon system; namely, Northern Firefighting District (Battalion) and Southern Firefighting District (Battalion). Platoons are identified as the "A" Platoon and "B" Platoon. Each platoon of each of the two districts (battalions) shall operate under a Battalion Chief or other officer as designated.

b. Companies and Medic Squads Assigned to Districts (Battalions)

Companies, including stations and medic squads of the two districts (battalions) shall be as follows:

(1) Engine Companies Under the Northern Firefighting District (Battalion)

Engine companies under the Northern Firefighting District (Battalion) shall consist of: a) Engine #1, ~~Special #1~~ ^{Highrise Co.,} and Tanker #1, from Tamuning Fire Station; b) Engine #2 from Sinajana Fire Station; c) Engine #3 from Barrigada Fire Station; ~~and~~ d) Engine #4 from Dededo Fire Station; ~~and~~ e) ^{Engine #10 from Yigo Fire Station.}

(2) Medic Squads Under the Northern Firefighting District (Battalion)

Medic units under the Northern Firefighting District (Battalion) shall consist of: a) Medic #1 from Tamuning Fire Station; b) Medic #3 from Barrigada Fire Station; ~~and~~ c) Medic #4 from Dededo Fire Station, ^{and Medic #10 from Yigo, Fire Station.}

(3) Engine Companies Under the Southern Firefighting District (Battalion)

Engine companies under the Southern Firefighting District (Battalion) shall consist of: a) Engine #5 from Agat Fire Station; b) Engine #6 from Inarajan Fire Station; c) ^{Highrise Co. and Tanker} Engine #7 from Piti Fire Station; d) Engine #8 from Umatac/Merizo Fire Station; ~~and~~ e) Engine #9 from Yona Fire Station; ~~and~~ f) ^{from TAD JEP Fire Station.} Engine #11 and Tanker-3

(4) Medic Squads Under the Southern Firefighting District (Battalion)

Medic units under the Southern Firefighting District (Battalion) shall consist of: a) Medic #5 from Agat Fire Station; b) Medic #6 from Inarajan Fire Station; *from Umatac/Merizo Riv Station* c) ~~Medic #8~~ and d) Medic #9 from Yona Fire Station; *and, e) Medic #11 from Talofofo Fire STA.*

c. District (Battalion) Boundaries shall be as follows:(1) Northern Firefighting District (Battalion)

The geographical area of the Northern Firefighting District #1 with its headquarters at Tamuning Fire Station shall include the area East and North of Coontz Junction (intersection of Route #1 and #6), East of Route #6 to Maina and up to Agana Heights, up to Sinajana and the intersection of Route #4 and #10 (Crossroad Junction, and covers both sides of Route #8 up to Andersen Air Force Base).
Rt #1 & #6 TO RT #1 of Anderson AFB.

Villages Under the Northern Firefighting District (Battalion)

The villages within the Southern Firefighting District #2 shall consist of: Asan, part of Anigua, Maina (West of Route #6), Nimitz Hill, Piti (including Tenjo Vista), Agat, Santa Rita, Route #17 Windward Hills area, Talofofo, Yona, Inarajan, Merizo and Umatac. All other civilian and Government of Guam properties within the above mentioned areas shall be under the jurisdiction of the Southern Firefighting District #2. The exception shall be those properties under the auspices of the military, such as Sasa Valley, Piti Drum Lot and Nimitz Hill Housing areas.

d. District (Battalion) Chief Cover-In

District (Battalion) Chiefs of adjacent district (battalion) shall not respond to a working fire or emergency unless:

- (1) Aid is requested by responsible district (battalion) chief whose area is where incident occurs.

EXAMPLE: If there is an alarm in Adelup and Engine #2 from the Northern District (Battalion) is dispatched to assist Engine #7 from the Southern District (Battalion) chief shall respond to said request, subordinating himself to the Southern District (Battalion) Chief. Also, if the Southern District (Battalion) Chief is responding to an alarm within his jurisdiction and another incident occurs within his area, then the Northern District (Battalion) Chief when requested shall respond.

This procedure holds true where mutual aid assistance (military, etc.) is being requested.

- (2) It is obvious by the nature and degree of incident that additional directional authority is required.

EXAMPLE: Major fires such as GORCO, Commercial Port, Highrise or aircraft crash, etc..

District (Battalion) Chiefs, however, will respond to all alarms that occur within his jurisdiction.

e. Engine Companies First-In District Boundaries

The first-in district boundaries for engine companies are hereby established. All boundaries extend in a radius from the station to the points indicated for each engine company. Said points, intersections or roads shall be included in the boundaries of the respective companies and medic squads unless specifically excluded.

(1) Engine #1 - Tamuning Fire Station

COVERS: ~~Lower~~ ^{Lower} Tamuning, ~~Lower~~ North entrance of Tumon and West Secors of Harmon Industrial Park - Assisted by ENGINE #4. *(S.M. 11200 Rd & Rd #1) both ways*
 Tumon Village Area ^{from J.L. Baker & Sons, West from} Tamuning, East Agana to ~~Leary~~ Junction and areas North of Rainbow Market on Route #8 - Assisted by ENGINE #2. *intentionally of Rd #7 and*

Agana from Junction of Route #1 and #4 West to Mark's Department Store and all highrise structures - Assisted by ENGINE #2.

(2) Engine #2 - Sinajana Fire Station

COVERS: Sinajana, Agana Heights - Assisted by ENGINE #3.

Maina, Anigua - Assisted by ENGINE #7.

From Sinajana on Route #4 to Junction of Routes #4 and #10 - Assisted by ENGINE #3.

From Junction of Routes #4 and #10 to Pago Estate - Assisted by ENGINE #9.

All areas within the boundary on Junction of Routes #4 and #1 to Junction of Routes #1 and #6.

(3) Engine #3 - Barrigada Fire Station

COVERS: Barrigada, Leyang, Canada, Mangilao, Mongmong-Toto - Assisted by ENGINE #2.

Route #15, Mangilao to Hawaiian Rock Company - Assisted by ENGINE #2.

Route #15, Hawaiian Rock Company, East to Marbo back entrance - Assisted by ENGINE #4.

From Barrigada on Route #10 to Junction of Routes #10 and #4 - Assisted by ENGINE #2.

From Barrigada on Route #16 to Macheche Hill - Assisted by ENGINE #4.

(4) Engine #4 - Dededo Fire Station

COVERS: North entrance of Tumon and Harmon Industrial Park - Assisted by ENGINE #1.

Dededo, Harmon Village, NCS and Yigo areas, Route #15 from the back entrance of Marbo, North towards Anderson and areas along Route #16 - Assisted by ENGINE #3.

(5) Engine #5 - Agat Fire Station

COVERS: Agat, Santa Rita and Apra Heights towards Junction of Route #1 and #2A respectively - Assisted by ENGINE #7.

intercourse of Rt. #5 & #17 to
~~Motorcycle Track and North on Route #17, Windward Hills~~ - Assisted by ENGINE #9.

(6) Engine #6 - Inarajan Fire Station *1*

COVERS: ~~Inarajan~~, Malojloj and area towards Junction of Routes #4 and #4A respectively - Assisted by ENGINE #9.

~~West~~ of Inarajan Village along Route #4 *to boundary of Mar* - Assisted by ENGINE #8.

(7) Engine #7 - Piti Fire Station

COVERS: Piti Village towards Junction of Routes #1 and #2A respectively - Assisted by ENGINE #5.

Asan Village towards Junction of Routes #1 and #6 and Nimitz Hill - Assisted by ENGINE #2.

(8) Engine #8 - Umatac/Merizo Fire Station

COVERS: Boundary of Merizo on Route #4 - Assisted by ENGINE #6.

Umatac Village, boundary of Mt. Lamlam, on Route #2 - Assisted by ENGINE #5.

(9) Engine #9 - Yona Fire Station

COVERS: Junction of Routes #4 and #10, Crossroad at Chalan Pago and Yona Village - Assisted by ENGINE #2.

Ipao, Talofolo
Talofolo, Junction of Routes #4 and #4A, Routes #17 and #4A - Assisted by ENGINE #6.

f. Serious Accident or Rescue

All engine companies shall be dispatched to incident involving serious traffic accidents or rescue operations within their first-in districts automatically upon receipt of alarm.

g. Medic Squads First-In District Boundaries

The first-in district boundaries for medic squads are hereby established. All boundaries extend in a radius from the station to the points indicated for each medic squad. Said points, intersections or roads shall be included in the boundaries of respective medic squads unless specifically excluded.

- (1) Medic #1: From West and South of Tumon Bay upper entrances on Route #1 to the Piti Drum Lot near Tenjo Vista. From Chaot Bridge on Route #4 west to Sinajana, Agana Heights, Maina, Nimitz Hill, Asan and Piti. (Villages under Medic #1 jurisdiction are: Tumon, Ipao, Lower Harmon area, Tamuning, Agana, Sinajana, Agana Heights, Maina, Asan, Nimitz Hill and Piti).
- (2) Medic #3: From the Junction of Routes #10 and #4 (Crossroad) to the Junction of Route #8 and #10 in Barrigada. From the Junction of Route #10 and #15 to the Junction of Route #15 and Latte Heights Road. From the Junction of Routes #1 and #8 (J & G Junction) and Junction of Route #4 and Chalan Santo Papa in Agana, north of Route #8 to Radio Barrigada. From the Junction of Routes #8 and #16 to Quintanilla's Roadside Store on Route #16 in Macheche Hill. (Villages under Medic #3 jurisdiction are: Part of Agana, Mongmong, Maite, Toto, Barrigada (Canada, Leyang, Lalo, Radio, etc.), Mangilao and Pagat south of Latte Heights).

- (3) Medic #4: From the Junction of Route #1 and upper Tumon Bay entrance on Route #1 to AAFB main gate. From AAFB main gate on Route #9 to Northwest Field intersection and south and west on Route #3 to the Junction of Route #3 and #1 (Wettengel Junction). From the Harmon Industrial Park area inwards towards the cliffside areas and north. From Quintanilla's Roadside Store on Route #16, Macheche Hill, to the Junction of Routes #1 and #16 in harmon. From the Junction of Route #15, Pagat and Latter Heights Road north to AAFB back gate and northwest towards Dededo Village (Junction of Latte Heights and Route #1). (Villages under Medic #4 jurisdiction are: Australian Cable Housing, Carlos Heights, Harmon areas, Dededo, Yigo, Latte Heights, part of Pagat, Mogfog, Agafu Gumas and Astumbo areas).
- (4) Medic #5: From the Piti Drum Lot on Route #1 to the west entrance of Umatac Village on Route #2A. From the Junction of Route #17 and Talofoyo Village back road west to Apra Heights. (Villages under Medic #5 jurisdiction are: Tenjo Vista in western Piti, AGat, Santa Rita, Apra Heights and residence: on both sides of Route #17 in Windward Hills towards the Junction of Talofoyo Village back road and Route #17).
- (5) Medic #6: From Route #4 at Talofoyo Surfside south to Umatac Village on Route #4. (Villages under Medic #6 jurisdiction are: Malojloj, Inarajan, Merizo and Umatac).
- (6) Medic #9: From Route #4 at Talofoyo Surfside north to the Chaot Bridge near Sinajana on Route #4. From Talofoyo Village to the intersection of Routes #4 and #17. (Villages under Medic #9 jurisdiction are: Ordot, Chalan Pago, Yona, Ipan and Talofoyo Village, and the Seventh Day Adventist Academy School and Housing areas).

h. Area of Jurisdiction When Medic Unit is Out Of Service

- (1) When any medic unit is out of service and the question of jurisdiction arises, the duty fire dispatcher shall appropriately take immediate action by dispatching the closes medic unit nearest emergency location. This action shall be employed accordingly, until otherwise superseded by higher authority.
- (2) The duty fire dispatcher shall inform all Station Officers-in-Charge whenever medic units adjacent to theirs are out of service or back in service.

i. Response to Fire and Other Emergencies

All medic squads shall respond with engine companies to building fires, bomb threats, etc., occurring within their first-in district areas automatically upon receipt of alarm.

j. Special Companies (Ladder, Snorkel) First-In District Boundaries

The first-in district boundaries for special companies are hereby established. Within the High Value section, one of special company shall be dispatched to all confirmed working building fires on the first alarm.

A special company shall also be dispatched on the first alarm to "target hazards" such as schools, hospitals, institutions, hotels, bowling alleys, supermarkets, lumber yards and other large of highrise structures outside of these prescribed boundaries but within the scope of special company operations.

A special company shall also be dispatched by the Dispatch and Alarm Section to all reported building fires outside of these prescribed boundaries, but within the scope of special company operations, immediately upon report by radio by a responding unit of "flames visible" or "smoke visible" or other report to indicate a working fire. Dispatching of special companies to working fires at "target hazards" shall extend beyond the scope of special company operations to any point on the island. The District (Battalion) Chief has discretionary authority to request a special company to any building fire at any time.

The scope of the special company operations shall include all of the Harmon Industrial Park, Ipao and Tumon Hotel road, and all of Tamuning. It also includes other areas where multi-structures, large complexes and large warehouses are located.

2. Multiple-Company Response Assignments

For multiple-company response assignments, the following procedures shall be followed:

- a. On all building fires, two (2) engine companies (1st-in-district and assisting company) shall automatically be dispatched. If incident occurs in first-in-district company with medic squad assigned to said company, medic squad shall also be dispatched.
- b. GIAT, GORCO, Power Plants, Commercial Port and Nimitz Estate Condominium - On fires incidences occurring in above subject, two (2) engine companies, a special company and a medic squad shall be dispatched automatically. (1st-in-district and assisting companies.) Further, Navy Fire Department shall be requested automatically to assist in above operations.

3. Tanker Company Response Assignments

- a. Tankers, whenever available, will be dispatched on second alarms, especially to areas where no fire hydrants are available.
- b. Whenever a tanker is assigned in place of a pumper, the assisting engine company shall be dispatched on initial alarms.

4. Mutual Aid Response Assignment

When mutual aid request is made by either military or the Department of Agriculture, the nearest engine company, based on its first-in-district jurisdiction, shall be dispatched. Ranking Guam Fire Department officer responding to said request shall subordinate himself to the requesting agency senior officer. District (Battalion) Chief shall be dispatched to these requests.

VII. MOBILE UNIT RADIO PROCEDURESA. Policy

The radio communications system shall be used to expedite emergency medical and fire fighting assistance to the public.


B. Procedures

The dispatcher shall monitor compliance of the mobile units with the following radio procedures:

1. The mobile radio operator shall assure that mobile units, while away from their "station", specify their location when responding to a call.
2. Mobile radio operators should have in mind the message exactly as it is to be transmitted before going on the air. Each message shall be concise and plainly enunciated. The mobile operator shall speak directly into the microphone.
3. Only standard radio codes shall be used.
4. All FCC and departmental rules, regulations and procedures governing radio transmissions and operations shall be complied with at all times.
5. All radio transmissions shall be restricted to communications directly relating to public safety, health and communications essential to emergency medic and firefighting activities.
6. Radio transmissions shall not be commenced if channels are not clear. When there is an immediate need to clear either the dispatcher Medicom channel or regular Channel 2, the initiating mobile unit shall identify himself and repeat the work "URGENT" several times. This shall be the signal for all units to clear the channel and the urgent message shall commence.

7. Mobile units should discontinue calling base station if contact is not established after three (3) successive calls. Mobile radio operators should not time and relay by phone any important information to dispatch as soon as possible.
8. All radio transmission to the radio dispatcher from mobile units shall be by unit name (e.g., Medic #1 or Engine #1) or given names (e.g., Station #2) only. Do not use other names. Allow for equipment rise times.
9. Listen carefully to assignments. Report "10-5" if any portion of a radio message is unclear. When confirming your assignment with a "10-4", write down address. Avoid asking for a repeat of the address when nearing the scene.
10. Follow orders from the dispatcher. Do not argue or challenge. Notify your supervisor of any disagreement. You may inquire about your assignment by telephone.
11. Do not ask the dispatcher for your times, unless case was urgent and you were unable to log your exact times. Conduct administrative and post-investigative information by telephone or by "10-21" arrangement.
12. No profanity, abusive or nonstandard language, superfluous sounds or slang or nonprofessional comments will be used over the radio system. Personal greetings, etc. will not be aired.
13. Keep a map in your medic unit, fire apparatus, etc. and use it. The dispatcher will initiate street bearings when necessary and assist in rechecking correct address from caller.
14. Use appropriate radio codes when transmitting location or status to dispatch. Give:
 - 10-6 When checking out from station/scene
 (available for service)
 - 10-15 Arrival at scene
 - 10-10 Arrival at destination
15. Each mobile unit shall stand-by and respond to daily radio tests of the dispatch and Medicom radio system at 0730, 1530 and 2330 hours and report any failures of the system.
16. The radio call sign of the mobile unit shall be given at the completion of radio transmissions over the Medicom system by mobile unit radio operators and over the regular Channel 2.

17. Mobile-to-mobile unit transmissions must be cleared by the radio dispatcher. Permission to switch channel from one frequency must be obtained from alarm and dispatch office.
18. Unauthorized personnel shall not tamper with or attempt to repair any radio equipment.


F. S. N. TALERON
Fire Chief