



Sullivan County Bureau of Fire

Fire Service Policy & Procedures for use of the Emergency Communications System



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1) Purpose

A. The purpose of this policy and procedure will be to ensure the clear, concise and uniform usage of the Fire Emergency Radio Communications System throughout Sullivan County and in conformance to all NIMS communication requirements.

2) Radio Frequency Designations/ Battalion Frequency Assignments

A. All radios used within the Sullivan County Emergency Communications System will have their radio channels set up as follows:

- 1) Channel 1: 161.825 (Receive); 157.225 (Transmit) – Fire Com (Sullivan Fire)
- 2) Channel 2: 151.160 - Ground 1
- 3) Channel 3: 154.4225 – Ground 2
- 4) Channel 4: 155.355 – Ground 3
- 5) Channel 5: 155.520 – Ground 4
- 6) Channel 6: 154.265 – Ground 5
- 7) Channel 7: 154.295 – Ground 6
- 8) Channel 8: 154.400 – Ground 7
- 9) Channel 9: 155.205 – LZ/Back Up Channel
- 10) Channel 10: 161.800 – Fire/EMS Paging (Receive Only)
- 11) Channel 11: Open
- 12) Channel 12: Open
- 13) Channel 13: Open
- 14) Channel 14: 155.400 HOSP400
- 15) Channel 15: 155.340 HOSP340
- 16) Channel 16: 161.925 (Receive); 157.325 (Transmit) – EMS Com (Sullivan EMS)

B. Upon responding to an alarm and when establishing command at an emergency scene all communications will be conducted on the operations frequency assigned to each Battalion as follows:

- 1) Battalion 1: 151.160 – Ground 1
- 2) Battalion 2: 154.4225 – Ground 2
- 3) Battalion 3: 155.355 – Ground 3
- 4) Battalion 4: 155.520 – Ground 4
- 5) Battalion 5: 154.265 – Ground 5
- 6) Battalion 6: 154.295 – Ground 6

3) Signal Codes for Dispatch and Requests from the Field

A. All requests and/or dispatches will be made in plain English, as per NIMS protocol. Where practical, a cell phone may be used as an alternative form of communication to SULLIVAN FIRE for sensitive issues.

4) Unit Identification

- A. All base, mobile and portable radios will be programmed with a unit ID # (UID).
- B. The UID should be transmitted on the Fire & EMS COM channels only.

- C. The UID should not be enabled on the ground (GRND) channels as it could hinder ground operations.
- D. The actual UID number in the radio is an arbitrary number and it is decoded using an alias table within the 911's radio system.
- E. Departments MUST advise the 911 Center if your department makes any changes to the UID/Alias table or moves radios among members (ie: elections)

5) Fire Department & Apparatus Radio Identification Numbers

A. Radio Identification Numbers by Department are as follows;

53-61	BEAVERKILL VALLEY	53-20	LOCH SHELDRAKE
53-62	BLOOMINGBURG	53-21	LUMBERLAND
53-63	CALLICOON	53-22	MONTICELLO
53-64	CALLICOON CENTER	53-23	MOUNTAINDALE
53-65	CLARYVILLE	53-24	NARROWSBURG
53-31	FALLSBURG	53-25	NEVERSINK
53-66	FORESTBURG	53-26	NORTH BRANCH
53-67	GRAHAMSVILLE	53-27	ROCK HILL
53-68	HANKINS/FREMONT	53-29	ROSCOE/ROCKLAND
53-69	HIGHLAND LAKE	53-30	SMALLWOOD/MONGAUP VALLEY
53-10	HORTONVILLE	53-32	SUMMITVILLE
53-11	HURLEYVILLE	53-33	SWAN LAKE
53-12	JEFFERSONVILLE	53-34	WESTBROOKVILLE
53-13	KAUNEONGA LAKE	53-35	WHITE LAKE
53-14	KENOZA LAKE	53-36	WHITE SULPHUR SPRINGS
53-15	LAKE HUNTINGTON	53-37	WOODBOURNE
53-16	LAVA	53-38	WOODRIDGE
53-17	LIBERTY	53-39	WURTSBORO
53-18	LIVINGSTON MANOR	53-40	YOUNGSVILLE
53-19	LONG EDDY	53-41	YULAN

B. Specific Apparatus Identification Numbers are as follows;

- 11 to 19 = Engine/Pumper
- 21 to 29 = Tanker
- 31 to 39 = Pumper/Tanker
- 41 to 49 = Ladders/Aerials
- 51 to 59 = Mini-Pumper
- 61 to 69 = Rescue/Utility
- 71 to 79 = Fire Department Ambulance
- 81 to 89 = Independent Ambulance (not affiliated with a fire department)
- 91 to 99 = Private Ambulance

Example: Beaverkill Valley Fire Department, Station 61
Engine/Pumper 61-11
Tanker 61-21
Pumper/Tanker 61-31
Ladders/Aerials 61-41
Mini-Pumper 61-51
Rescue 61-61
Ambulance 61-71

6) Individual Department Officer Radio Identifiers

A. Chief Officer radio identifiers will use the individual Fire Department's County I.D. number followed by their standing in rank.

Example: Beaverkill Valley Fire Department, Station 61
Chief: 61-1
1st Assistant Chief: 61-2
2nd Assistant Chief: 61-3

B. Individual departments may use whatever number of additional radio identifiers for officers in their own internal operating procedures. In order to have these radio identifiers recognized for use in the countywide radio communications system the response protocol outlined in this document must be followed.

C. A list of all Officers and their corresponding radio identifiers by individual department will be kept on record at the E-911 Center (Sullivan Fire) and will be updated on a regular basis by the Deputy Fire Coordinator for Logistics.

7) Response Protocol for all Radio Users

A. When initiating a radio transmission the correct procedure will be to give the call sign of the station you are calling followed by your assigned call sign. An un-alerted operator is more likely to hear their own call sign and become alerted to hear the call sign of the calling unit. **Example:** 34-1 this is 17-1 or 34-1 this is 34-11.

B. Upon dispatch of any emergency, the fire department radio procedure for officers will be as follows; Once Car 1, 2 or 3 calls in to SULLIVAN FIRE that they are responding no other subordinate officers and/or radio identifiers will call in. Cars 4 ,5,6 etc. will not call in until a second dispatch is broadcast and only if Cars 1, 2 or 3 have not responded at that time. Only cars 1, 2 and 3 will sign on after the first dispatch.

C. If Car 1, 2 or 3 happens to be responding from outside their respective district, that information shall be forwarded to SULLIVAN FIRE when calling in as responding.

Example: SULLIVAN FIRE this is 12-1 responding from Woodbourne.

D. When arriving on the scene of any reported incident the first arriving officer or apparatus signing on the scene to SULLIVAN FIRE will do so by identifying themselves and then stating, “establishing command”.

E. An exception to Chief Officer sign on protocol would include a subordinate officer and/or radio identifier, i.e.; apparatus, arriving on the scene prior to Cars 1, 2 or 3 signing on the air in order to report conditions found at the scene which require immediate attention or if cars 1, 2 or 3 are responding from outside their district or are out of service.

F. Fire apparatus responding shall call SULLIVAN FIRE in order of their response as they leave the station. Only the first arriving apparatus to any incident shall call on the scene to SULLIVAN FIRE, all others shall call on the scene to the incident commander on their assigned Battalion Operations Frequency.

G. When reporting conditions upon arrival to SULLIVAN FIRE at all calls the following language is to be employed; After establishing command the first arriving officer or apparatus then can report the conditions found upon arrival as, “nothing showing”, “smoke showing” or “fully involved” to describe conditions found at that time. The dispatcher shall then repeat the reported conditions. This gives responding units as well as dispatchers a clear picture of what is unfolding during the first very important minutes of an incident. Conditions at all other incidents, i.e.; MVA’s, rescues, Haz-Mat, etc, shall be reported using plain English to SULLIVAN FIRE.

I. Once command has been established on the scene of any emergency a fireground frequency shall be utilized as per Incident Command Protocol and this protocol will be followed thereafter.

J. The Incident Command System Protocol will outline a Mutual Aid Department’s response procedure and will be binding as to the proper radio usages therein.

7) Use of Portable Radios

A. Portable Radios although a very practical tool for providing mobility while maintaining a vital communications link on the emergency scene are not recommended nor will be considered acceptable for contacting SULLIVAN FIRE from the field. When at the scene of any emergency it is recommended that the command post work off the most powerful radio available.

8) Calling Back in Service

A. When leaving the scene the last unit to leave shall call into SULLIVAN FIRE “Returning to Quarters”.

B. Once apparatus and equipment have been returned to response readiness at the Fire Station a call of back in service should be made.

C. It is recommended that Departments calling back in service and/or calling for times should do so by phone.

D. Partial returns to service will be communicated to SULLIVAN FIRE by the Chief in charge and will be noted accordingly by the dispatcher receiving said message.