**Subject: Radio Operations**

**Purpose**

The SOG outlines how Jefferson County Fire and EMS units will operate in conjunction with Jefferson County 911 and surrounding mutual aid and automatic aid companies during incidents and normal day to day activities on the radio.

**Scope**

This SOG will apply to everyone who might operate a radio within Jefferson County. The newer radios on the apparatus and portable radios are duel band radios which mean they can monitor and transmit on both digital and VHF radio channels.

**Definitions**

Digital Radio System – The radio system Jefferson County 911 is switching to. It is a radio system that broadcasts voice in digital format, is then decoded at the receiver, and transmitted back out to the end user in voice format. This is referred to as “On the System for this SOG”

Analog Radio System – A radio system that uses voice over radio waves to another radio. There is no computer or tower involved, only radio to radio communication. This is referred to as “Off the System” or “VHF” for this SOG

Operations Channel – A radio channel on the new digital radio system that will take the place of the VHF command channels (Command A, B, C etc.)

VHF Command Channel – A radio channel that is not part of the digital radio system and is VHF. (Command A, B, C, or Command 1, 2, 3, 4, 5, etc.)

**Procedure**

All Jefferson County Fire and EMS Organizations will be operating on the 800 MHz Digital Trunked Radio System. Jefferson County has been broken up into the North Departments and the South Departments based on ambulance districts. The Northern Departments will use Jeffco 1 as their primary talk back to dispatch channel and the southern departments will use Jeffco 2. Jeffco 3 is reserved as a backup channel for busy days and is not normally used.

**Northern Department Operating on Jeffco** 1

Big River Ambulance

North Jeff Ambulance

Rock Township Ambulance

High Ridge Fire

Saline Valley Fire

Rock Community Fire

Antonia Fire

Cedar Hill Fire

Goldman Fire

**Southern Departments Operating on Jeffco 2**

Valle Ambulance

Joachim Plattin Ambulance

Hillsboro Fire

Desoto Rural Fire

Desoto City Fire

Jefferson R-7 Fire

Hematite Fire

Festus Fire

Crystal City Fire

Dunklin Fire

Officers or personnel riding the seat must listen to the dispatch to see which channel to respond on.

All fire district in Jefferson County currently use the Operations Channels for on scene operations.

Jeffco 911 will assign an operations channel on all first alarms or major incident types. Crews must listen to the assigned ops channels during the dispatch.

All dispatching of alarms in Jefferson County will take place on Jeffco Dispatch VHF and simulcast on the Jeffco Dispatch 800Mhz channel.

In the event a crew are on a Minor Everyday Response and you need an additional operations channel for Tactical Scene Operations, the Incident Commander will ask the Dispatcher for an Operations Channel. The Dispatcher will assign an appropriate channel for use.

**Major Incident Responses**

Major incident- is a structure fire, large brush fire, vehicle rescue, MCI, haz-mat call, and all first alarms, or any other incident that could require a large number of fire and/or EMS apparatus or require a *large amount of radio transmissions.*

1. Units will respond on whatever Channel Jefferson County 911 advises during the dispatch (Jeffco 1, 2 or 3)
2. Dispatchers will assign Operation talk groups in groups of 2, starting with 15, 14. A second event would then be assigned 13, 12. A third event would be assigned 11, 10.
3. The highest numbered channel will serve as the primary operations channel for fire ground operations. For example, if the operations channels given during the dispatch update are Operations Channels 15 and 14, the primary fire ground channel will be 15.
4. The second channel will serve as the Mayday Channel in the event of a downed firefighter or RIT activation. See Hillsboro Fire Protection District Mayday Policy for further information. For example, if the given group of Operations Channels is 15,14 and a RIT activation or Mayday occur, channel 14 will be the channel that all other firefighters except the RIT Crew and Downed Firefighter switch to.
5. Agencies can also request additional Operations talk groups while on an incident. The dispatcher will give the next available in descending order. (Example: if 15, 14 are being utilized and another talk group is requested then the dispatcher will assign 13 to the requesting agency). This may be done for water shuttle operations or any reason an additional channel might be needed.
6. Upon Jefferson County 911 receiving a call for a major incident type or any other call the dispatcher believes could be a major incident, all units dispatched will be advised during the update on which Operations talk groups to utilize.
7. All Operations Channels for Hillsboro Fire are located in Banks 1(A) and 2(B) of the radio. There are a total of 18 available Operations Channels which are on the 800 MHz system.

When responding out of county, Bank 4 on the radio is set up with Command A-D, Command 0-5, and all the following surrounding counties channels (Washington, Franklin, St. Francios, St. Genevieve, and St. Clair Fire Main)

Bank 28, 29, and 30 are set up to communicate with St. Louis County Agencies.

Radio Guides will be kept in all of the apparatus.

**MDT Application**

The Mobile Responder Application is available to departments for use on tablets and computers. Fire and EMS agencies can use Mobile Responder in the following manor to cut down on radio traffic:

1. Responding to an alarm
2. Arriving on the scene of an alarm that doesn’t require a size up (Basically only an EMS call or another call where you are not first due)
3. Returning from an alarm
4. Going in service from an alarm
5. Going in quarters (If you send a message to the dispatchers via the app)
6. Sending notes to a dispatcher
7. Requesting times from a dispatcher

The Radio can still be used at anytime

A call received at the engine house or walk-in will still require the use of calling on the radio

A radio will still be used when arriving on the scene of any alarm that requires a size up.

A follow up report will be done on the radio

When going in quarters, use the radio or send the dispatcher a message on the application stating you need times after going in quarters

Anything done on the MDT is legal documentation! Refrain from inappropriate information being sent via the MDT. It is all recorded in the CAD at Jeffco 911 and is subject to subpoena by an attorney.

This application is designed to cut down on radio traffic. Please remember it on high call volume days, storms, or Emergency Operations.

**Status Checks**

On EMS calls and Still Alarms, Jefferson County 911 will perform a status checks of crews on the scene as outlined below.

After the arrival of the first apparatus or officer the Dispatcher will conduct a status check every 10 minutes while the unit(s) is on scene or until the unit advises no further checks.

Any comments advised by the unit(s) will be noted in the CAD system remarks field by the dispatcher.

If a unit is not secure, or there is no answer, Jefferson County 911 will dispatch law enforcement to the scene

For a first alarm or greater PAR Checks will continue in their normal manor

**Emergency Button Activation**

If any emergency responder activates the Emergency Button on a portable radio or mobile radio the following procedure shall apply:

Dispatch shall inquire with the unit by stating the agency name that activated the emergency button and status. The agency will then reply with “Their unit number and 10-4” if there is an issue occurring. The unit number in the reply is crucial in order to have an accurate location. If 10-4 is stated by a unit, law enforcement will be dispatched to the scene

If the emergency button activation was an accident the unit will state that when asked their status.

If dispatch has two unsuccessful attempts to reach the unit on the assigned frequency, dispatch will activate the fire emergency tone on Jeffco channels one, two and the dispatch frequency.

Dispatch will notify the Incident Commander of the alarm or duty officer and law enforcement.

Non-emergency traffic will be held on the assigned frequency until the unit is located and alarm has been cleared.

After the alarm is cleared, dispatch will verbalize on all channels that the unit is secure, and normal radio traffic can resume.

EXAMPLE

 Dispatcher: “North Jeff Unit your status”

 EMS unit: “6817 10-4”

By the order of: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fire Chief

Date:

**Reference:**

Jefferson County 911 GO 15-F24, 15-F11