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SUBJECT: Radio Operations and Procedures

DIVISION: Communications Division

Objective: To describe the capabilities and functions of the Baltimore County Public Safety Emergency Communications System (ECS). To provide the proper procedures and operation of the Radio System and establish the Terminology of this System.

Overview: The system is a Motorola Smartnet II, 800 MHz Trunked Emergency Communications System. The design consists of simulcast RF voice and data utilizing microwave backbone paths. Eight tower sites strategically located at Towson, Catonsville, Red Run, Arcadia, Spook Hill, Jacksonville, Allender, and North Point allow the best possible coverage of the county with overlaps into surrounding jurisdictions. Through enhancement the system allows communications with other county agencies and neighboring jurisdictions. Since the system is utilized by multiple agencies all messages are to be brief to avoid system inundation. A simulcast low band system allows two-tone paging and voice transmissions over four towers providing wide-area coverage.

SECTION 1: Radio System Operations

- A. The radio system is to be used for official Departmental business only. Its use shall be in accordance with appropriate Federal, State and Locally adopted operating procedures. It shall be used in a professional manner at all times.
- B. Messages are limited to the following;
1. Dispatching of Emergency or Non-emergency incidents.
 2. Incident Management.
 3. Movement or status of apparatus or personnel.
 4. Required or routine tests.
 5. Special announcements, messages or requests necessitated by departmental operation.
- C. The following policies shall describe the use of special system features;
1. Announcement Call: allows an urgent or emergency message to be conveyed to all units on multiple talkgroups.

i.e.; AN CALL 10 for FGC 11 and TAC 12 through 19.
 2. Call Alert: allows the user the ability to selectively page another system user. When using this function select the Talkgroup (TG) on which your target user normally operates, initiate the Call Alert, and wait for their answer.

3. Dynamic Regrouping: allows Dispatch to remotely change the TG assignment of any radio without any action required on the part of the radio user or service personnel. Members of normally separate agencies (i.e., Fire and Police) can be temporarily combined to deal with special situations without disturbing other members of their agency who are not involved, allowing normal dispatch functions to continue uninterrupted.
 - a. When a TG not previously programmed into the radio memory is needed Dispatch will be notified that a Dynamic Regroup is necessary. After identifying all radios and the target TG, if appropriate, the radio will be switched to DYN-100 by the Central Controller. It is possible for the user to switch to other programmed TG's without losing the Dynamic Group. When the Dynamic Group is no longer necessary, Dispatch will be notified to cancel it.
 - b. If a user is unable to switch to a designated TG they can request to be Dynamically Regrouped by Dispatch.
 - c. If a user is unable to locate another specific unit, Dispatch can Dynamically Regroup that unit to your TG or vice versa.
 - d. On a Multi-agency incident it is possible to regroup a user to another agencies TG.

i.e., in a hostage situation, regroup a medic to a Police TG, etc.
 - e. No radio is to be regrouped to another agency's TG without proper authority. Any user desiring to be switched to another agency's TG must request permission from that Department's Liaison Officer within the 911 Center. Only they can authorize the regroup of another agency's radios to their TG. The Officer in Charge of Fire Communications and the Sergeant of Police Communications assigned to the 911 center may approve regroups to opposite agency TG.

4. Emergency Call: allows the radio user the ability to send a silent Emergency Alarm to Dispatch. Dispatch is alerted both audibly and visually. Once the Emergency is sent the system grants that radio System Priority Assignment. Once the radios Push-to-talk (PTT) switch has been activated the sending radio and all other radios monitoring the same TG will be assigned a dedicated radio channel for 30 seconds securing its use during the Emergency. The user merely presses the PTT for immediate voice access until the sending radio resets the Emergency button.
 - a. Emergency Call use shall be restricted to potentially life threatening situations to Fire Service Personnel. It will not be used to gain the dispatcher's attention to request additional information, equipment, etc.
 - b. When activated, Dispatch will contact the unit that declared the emergency.

For example; Medic 10 activates its emergency,
Dispatch will say "**DISPATCH TO M10, CHECK YOUR DISPLAY.**"

This will serve two purposes;

 - 1) notifies M10 that Dispatch has received their Emergency Call and proper procedures will be implemented to assist, such as dispatching police for a Signal 13, etc. If possible, voice contact should be made to enable Dispatch to take appropriate action commensurate with the emergency. If an emergency is received and Dispatch does not receive verbal direction the notification process will begin immediately. At no time will Dispatch attempt to contact the unit by means other than the radio system, i.e., Do

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- not call the crew by telephone at the scene of an incident. This may ignite a volatile situation.
- 2) in case of accidental activation M10 is made aware of the activation and can advise Dispatch of the nature, along with clearing the Emergency from the radio.
 - c. Once the situation is under control, or when accidental activation is discovered, Dispatch will be notified immediately and the Emergency button reset.
 - d. ADO shall be advised of the reason for emergency call activation.
 - e. Emergency Call will not function when the radio system is in Failsoft, or the radio is in a talk-around mode.
5. Private Conversation (PVT): allows users to "privately" page and communicate with another system user when public service is unavailable and a message needs to be relayed. Confidential information should never be transmitted via radio.
6. Scan : allows users to maintain contact with other selected TG's. Mobile radios are equipped with user selectable scan, while certain portable radios have been pre-programmed with Priority Scan.
- a. When programming scan Main-1 should always be the Priority talkgroup to insure continued contact with Dispatch.
 - b. Scan should not be used during an active Emergency incident in which the user is directly involved. (You can loose contact with the units assigned to the incident or unintentionally interfere with other TG's.)
7. Selective Radio Inhibit: allows a radio's functional capabilities to be blocked and prevents a lost or stolen radio from being used to monitor confidential or operational information, or even worse, jamming the system. The radio, once inhibited, is totally denied access to the voice system, and can neither transmit or receive. Once recovered the radio can easily be returned to full operational capability.
- a. Inhibit procedure;
 - 1) ADO will be contacted by the Station Commander with the request, and reason for the inhibit.
 - 2) A Form 58 shall be sent, through channels, to the Division Chief responsible for Communications, detailing the reason for the request to inhibit.
 - 3) ADO shall notify the Officer in Charge of Communications.
8. Talk Around: allows users the ability to continue communications anytime a unit is out of system range, either geographically, or due to building construction.
- a. It will be the unit's responsibility to monitor an appropriate TG to maintain contact with Fire Dispatch.
 - b. Talk around may be used during drills or functions requiring a large number of transmissions, and with units located in a small geographical area.
 - c. **NOTE: Emergency Call will not work in Talk-Around.**

- 9. Telephone Interconnect: allows certain users the ability to both send and receive telephone calls through the Baltimore County Centrex System.
 - a. It shall only be used for official business, when no other means is available.
 - b. It will not be used for personal calls and should be kept as brief as possible.
 - c. It should be noted that while making these calls, you will be unable to receive any other messages or be dispatched via that radio.
 - d. It shall be the caller's responsibility to advise the person receiving the call that this call is recorded and can be monitored.

- 10. Telephone Patch: allows the ability for any system user to be connected by Dispatch to the Centrex Telephone System. Any unit may utilize this feature with just reason.
 - a. It shall only be used for official business when no other means is available.
 - b. It will not be used for personal calls and should be kept as brief as possible.
 - c. It shall be the Dispatcher's responsibility to advise the person receiving the call that this call is recorded and can be monitored.

- D. Failsoft; allows continued communications capability in case of malfunction of the Central Controllers. If both Central Controllers are rendered inoperative, all radios automatically revert to preassigned conventional repeater radio channels.
 - 1. Trunking features (telephone interconnect, private conversation/call alert, scan, and EMERGENCY CALL) will NOT operate. The DATA system and the repeater system will continue to operate.
 - 2. The following policies will occur when the radio system enters "Failsoft":
 - a. Divisional TG's will be utilized per SOP 300-03, Section 1.E.4. Item "F", page 7. TG's will be shared with other units in the same Division;

i.e., West-4 is now shared by units operating on Western Division, BC2 and BC5 TG's utilizing Failsoft Channel 4 as listed below;

Failsoft Channel	Assigned Groups
F1	71- 79, 81- 89, 91- 94, 99, 221
F2	2, 11- 19, 61- 69, 96
F3	3, 31- 39, 41- 49, 97
F4	4, 21- 29, 51- 59, 98
F5	5, 6, 7, 8, 9, 95
F6	1
F7	224

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- b. Conference TG's will be used only for emergency messages unless otherwise advised.
 - c. EMS TG-221 is shared with other TG's, but MED TG's 224 and 228 default to separate frequencies. Consults not in progress should use the EMRC UHF radio or public service.
 - d. All training, with the exception of live fire training, using the radio system will cease as soon as possible.
 - e. The following TG's will not operate when in Failsoft:
 - 1) Inter-station communications 191 - 199
 - 2) FID 200
- E. The radio system configuration allows effective and efficient use assisting the Fire Department in the daily performance of its duties.
- 1. Main 1; all incidents are dispatched on Main-1 and simulcast on low band Fire-1.
 - a. All units will monitor Main-1 when available (in service) on the radio.
 - b. All units in service relocating (transferring) to another station will conduct all communications on Main-1.
 - c. All units operating on non-emergency details will conduct all communications on Main-1, unless otherwise requested by Fire Dispatch.
 - d. Units assigned to a Task Force or Strike Team (Transfers) will have ONE UNIT, assigned by the (Task Force/Strike Team) Commander, make all communications. Other units will not transmit to Dispatch unless an emergency occurs.
 - e. When contacting dispatch with a still alarm the telephone system will be utilized first. If it is unavailable units will contact Fire Dispatch on Main-1. Any other TG will not be used for this purpose.
 - f. Stations will not contact Fire Dispatch for normal business on Main-1 (or any other divisional or battalion TG). All communications from a station to dispatch will be conducted via telephone.
 - 2. Fire-1; KGC-337 46.46 MHz, allows all conversations on Main-1 to be heard via patch to 46.46 MHz facilitating transmissions to station base sets and Departmental pagers. Dispatch has transmit ONLY capability on Fire-1.
(Dispatch CAN NOT receive incoming transmissions on 46.46 MHz)
 - a. Volunteer stations use Fire-1 to transmit crew status for an incident.
 - 1) If a station has a sufficient crew, it shall answer "Station x DIRECT;"

i.e., Station 29 has been alerted for an Engine and a crew is available in quarters. The station shall answer "Station 29 DIRECT, KGC-701".

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- 2) If a station does NOT have a sufficient crew, it shall answer "Station x RECEIVED;"

i.e., Station 32 has been alerted for a Medic and a CRT is needed. The station shall answer "Station 32 RECEIVED, KCT-272".
 - 3) Call letters are required by the FCC at the completion of each station transmission.
 - 4) These messages will be kept "extremely" short. Dispatch does not receive these transmissions and can not know someone else is transmitting. It is possible for an alert to be transmitted while a company is transmitting, causing interference with the dispatch or Zetron Alert sequence.
 - 5) Stations shall not normally transmit to any other station.
3. Fire-2: KGC-337 46.28 MHz, used to maintain communications with units not equipped with 800 MHz communications by patching units from 46.28 MHz onto the system.
 - a. These unit include, but are not limited to MSP Medivacs and other groups.
 - b. Dispatch WILL monitor this channel.
 4. Divisional TG's (Central-2, East-3, West-4)
 - a. All units alerted for incidents to which a Division Chief/Battalion Chief is not assigned, or units operating during data system failure, operate on their assigned Divisional TG.
 - b. If an incident escalates to include multiple units, but a Division Chief/Battalion Chief is not assigned, Dispatch may assign that incident's operations to a spare TG.
 - c. If an incident is upgraded to a first alarm assignment and includes a Division Chief/Battalion Chief, all units will be directed to switch to the appropriate Fire Ground Command TG.
 - d. Mobile units not equipped with an MDT will make all status changes and operational reports on their appropriate Divisional TG.
 - e. When Dispatch is experiencing a heavy activity load, units may be asked to remain on their Divisional TG.
 - f. All incidents that require the dispatching of additional units, including additional alarms, working fire response and tanker strike teams, to which a Fire Ground Command TG has been assigned will report their "**enroute**" and "**arrived**" status on the divisional talkgroups. All units will report to the staging officer and await further instructions.
 - 1) If (the incident) Command requests units responding on the additional alarms for an assignment, Dispatch will have the unit move to the appropriate TG and speak directly to Command.
 - g. Units operating in the below listed Phantom Boxes will be assigned to the designated Divisional TG:

EAST-3

CENTRAL-2

WEST-4

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6	1	2
7	8	3
9	10	4
12	11	5
15	14	13
16	17	18
20	29	19
21	30	31
22	38	32
23	39	33
24	44	34
25	45	35
26	47	36
27	48	37
28	49	40
52	53	41
54	55	42
57	60	43
58		46
59		50
		56

5. Fire Ground Command (Bx-TAC x2): Any incident to which a Division Chief/Battalion Chief is assigned will be assigned a Fire Ground Command Tactical (TAC) TG.
- a. FGC TG's will correspond with specific Division/Battalion Chief assignments;
i.e., Fire Box 10-11 BC1 assigned use FGC 12.
Rescue Box 4-2, BC3 assigned (BC2 out-of-service) use FGC 32.
 - b. Once a FGC TG is assigned to an incident, that TG will remain assigned to the incident regardless of changes of the responding BC;
i.e., Rescue Box 4-2 BC5 responding, BC2 calls in-service and takes the call, the assignment will remain on FGC 51.
 - c. If a BC is dispatched on an incident and his assigned FGC TG is in use, he will be assigned a spare TAC TG (62, 72, or 82).
 - d. Only "COMMAND" will communicate with Dispatch unless an Emergency occurs.

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- e. When the assigned BC clears the incident, COMMAND will be passed to another unit. Dispatch will advise all units that the Division Chief/Battalion Chief has cleared, units may remain on the FGC TG; however, the FGC will no longer be monitored by Dispatch, and that all further transmissions are to be made on the proper Divisional TG. The Division Chief/Battalion Chief must also advise Dispatch, should the situation warrant, not to reassign that FGC TG should another incident be dispatched. In this case, the Division Chief/Battalion Chief will be assigned one of the spare TAC TG's, i.e., TAC-62, TAC-72 or FGC-82. Dispatch will verify that COMMAND receives this message.
6. Tactical (Bx TAC xx): This series of TG's have been assigned to each Division/Battalion for use by the Incident Commander. TAC x3 to x8, x9 reserved normally for HAZMAT.
 - a. Dispatch will not monitor these talkgroups. ALL requests must go through COMMAND to Dispatch via the designated TAC TG.
 - b. These talkgroups must be assigned by COMMAND in an efficient and effective manner to prevent loss of span of control.
 - c. It will be the Section, Division, or Group Officer's responsibility to maintain communications with COMMAND.
 7. Command Net (Bx FGC x1): Should an incident escalate, the incident commander may elect to implement the Command Net. Dispatch will announce on the TAC TG in use that Command Net is being instituted. Dispatch shall now monitor the Command Net TG (Bx FGC x1). The Command Net should not be instituted unless the incident commander has the necessary command staff to monitor the operational talkgroups in use on the incident.
 8. Training (TNGx 9x): used when training communications are necessary;
 - i.e., house burning, simulator, battalion drills, etc.
 - a. TNG TG use will be coordinated through ADO.
 - b. It will be the responsibility of in-service units using TNG TG's to monitor Main-1. Dispatch will not monitor TNG TG's.
 - c. Advise Dispatch which unit will monitor, and the units for which they will monitor.
 9. EMS Communications (CALL 1-221, MED 4-224, MED 8-228): allows the EMS user the ability to conduct pre-hospital EMS consult and communication with the Region III Emergency Medical Resource Center (EMRC). These TG's are received by the EMRC/SYSCOM Communications Center located at Dunning Hall, University of Maryland at Baltimore Hospital Campus. Use of these TG's will follow established EMS protocols.
 - a. EMRC will maintain a back-up center at Sinai Hospital. If it becomes necessary to activate this back-up center, the 800 MHz EMS system cannot be utilized. Consults will be handled through the EMRC UHF Radio System or by telephone per protocol.
 - b. When using the EMS system, once advised to switch to a MED channel, the field unit must initiate the call.

Example: Medic 1 standing by on 228.

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- c. In the event of Failsoft, all consults not in progress through the 800 MHz system will make contact via EMRC's UHF Radio System or by telephone.
10. Mutual Aid (MUT 96, 97, 98): allows the user the ability to communicate with surrounding jurisdictions communications centers or equipment via a patch made at Dispatch onto the Maryland Fire Mutual Aid Radio System (FMARS).
For procedures, refer to SOP 300-10.
11. Fire-Police (F-P 99): allows communications between Fire and Police Department units. Use of this TG requires the coordination of both Dispatch areas or prearrangement among involved units.
 - a. To initiate, advise Fire Dispatch to have the specified Police unit access F-P 99.
 - b. It will be the responsibility of the user to monitor their appropriate TG.
12. Local Government Mutual Aid (LGMA, TG-130) allows communications by field units to gain access to various agencies of the Baltimore County Government. Requests must be made directly from on-scene units to Dispatch. ADO, after verification, will contact LGMA control by phone to ascertain the unit's radio ID and advise them to switch to TG 130 and stand by. In times of extreme activity, ADO may send requests by FAX. ADO will maintain a list of requests and locations.
 - a. Hours of Operations, Highways and Utilities;
Available twenty four (24) hours
Full staffing from 0630 - 1630
Reduced staffing from 1630 - 0030
"Call out" staffing from 0030 - 0630, weekends, and holidays.
13. Conference Groups: used by appropriate personnel in the daily performance of their duties while not engaged in an Emergency incident. They shall be operated in a professional manner, in accordance with all FCC regulations. Any conversations that will be lengthy (i.e., shift rundowns, etc.) or of a private/confidential nature, or personal/non-official, shall be done via public service.
 - a. Initial contact and acknowledgment shall be by proper unit identification and not by names.
 - b. Personnel/units shall maintain the following TG's during their normal working hours and when in normal operations (as opposed to emergency operations). This allows personnel to know a units' location to facilitate contact.
 - 1) EM OPS-5 – Division Chiefs and Field Battalion Chiefs, Station Commanders/Officer-in-charge, PIO, Fire Alarm, ADO
 - 2) FM/SUP-7 - Fire Maintenance, Supply
 - 3) EMS-8 - EMS Staff/Supervisors, Fire Surgeons, BC10
 - 4) FI-FP-9 - Field Engineering, FID, Fire Marshal, BC11
 - 5) ACAD-95 - Fire Academy Staff, Breathing Apparatus, BC9
 - 6) VOL 199 - BCVFA's officers, Volunteer Station Officers
 - 7) FID 200 - FID Confidential

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14. The 800 MHz system should be used first to contact on-duty personnel on their appropriate conference TG. Routine Administrative paging should NOT be utilized during normal working hours of the person/unit needed.

15. Inter-Station Communication (ISC 19x): used for station-to-station, unit-to-station, or unit-to-unit non-emergency conversations, to alleviate tying up conference TG's when public service is unavailable. The third number designates the stations division/battalion assignment.

Note: Conversations shall be kept brief to prevent system impact.

16. Fire Dispatch only monitors; MAIN-1, Divisional TG's, FGC TG's, Fire-2, FMARS.

17. ADO monitors EM OPS-5.

18. Radio identifications are designated utilizing the unit number. The Officer-In-Charge (OIC) shall use the Unit Identification, for example:

Engine 1= Officer in charge of Engine 1

All other portables shall be identified as Portable or Mobile when identifying themselves on the fireground. For Example;

Engine 101 Portable, Engine 1 Mobile etc.

Other radio designations are listed in the IMS Manual.

19. If departmental personnel stop to assist a disabled motorist, the following radio procedure will be used:

Advise ADO on TG5 your location, the reason for stopping and the license tag and description of the vehicle you are assisting.

This is done to ensure the proper response to the units location in case the Emergency Button is activated.

20. Direct unit-to-unit communications is permitted on all TG's with the exception of Main-1. Units requiring direct communications while on Main-1 will have Dispatch advise the desired unit to switch to the Battalion's ISC TG, and will NOT conduct unit-to-unit messaging on Main-1. Main-1 should be kept as free as possible for incident alerting.

SECTION 2: Data System Operations

A. The Data System is used for changing unit status (responding, at location, etc.), information retrieval, incident information, and messaging.

B. When an MDT is available, it will be used in conjunction with voice communications, for the duration of the appropriate operation involving status changes or information retrieval.

C. If a Data hardware problem occurs that the operator is unable to resolve, the appropriate agency will be contacted as soon as possible to repair the MDT.

D. Data System Failure (System-Wide)

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1. In the event of Data-system failure, the Fire Department operates a voice only system. Dispatch advises all stations and units on the air that the data system is out-of-service until further notice.
 - a. Data system failure will substantially increase system activity. With that in mind, all voice communications will be kept short and precise.
 - b. Responding units will utilize their appropriate Divisional TG only. Units in service on the air will continue to monitor Main-1.
 - c. All status changes will be made by voice communications.
 - d. In the event (of the occurrence) of a large scale incident, the Incident Commander may advise Dispatch that a separate TG is needed for that incident. Dispatch will assign the appropriate FGC talkgroup to the incident. A Dispatcher may also make this request of the Incident Commander if deemed necessary.

NOTE: Divisional TG's will not be restricted for any reason.

- E. In order to receive Priority messages (incidents) promptly, the screen should be left clear.
- F. All saved messages should be erased as soon as practical so the operator can rapidly scroll through important messages.
- G. Sending Data system messages.
 1. Messaging on the data system will be handled the same as voice communications; i.e., official business only, no profanity, etc.
 2. Messaging to a Dispatch console shall only be on an as-needed basis, or if the Dispatcher initiates the message.
 3. Each message sent is recorded at the 911 Center, Data Processing Section. The record includes sending unit, receiving unit, time, date, and verbatim content of the message.

SECTION 3: Placing Reserve Vehicles or spare radios In Service

- A. When a reserve unit or spare radio is placed in-service, replacing a first-line unit or radio, ADO will be notified prior to changing over so that the replaced units radio alias can be changed to the appropriate unit designation. When the first line unit is placed back in-service, ADO will be notified prior to changing over. Whenever a change is made, ADO will contact the unit when the change has been made and request a test to insure that the change has been made correctly.
 1. Reserve Medic, Brush and Cars are to be identified by the unit number of the vehicle being replaced.
 2. Major Apparatus (Engine, Truck, Squad, Floodlight, Rescue):
 - a. When a reserve unit replaces a first-line unit with similar functionality, they are to be identified by the unit number of the vehicle being replaced.
 - b. When a Reserve Engine replaces a Truck, the unit designation will be the prefix LS (Ladder Support) followed by the station number;
 - i.e. Truck 17 is replaced by Reserve Engine 64, that unit designation becomes Ladder Support 17 (LS17);

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Truck 221 is replaced by Engine 223, that unit designation becomes Ladder Support 22 (LS22).

- c. When a reserve engine is placed In-Service with callback crews the unit will be designated "second line Engine--".
3. The assigned unit number of reserve vehicles will be used at all other times in order to maintain proper identification.

SECTION 4: Electronic Services/Telecommunications Procedures

A. Radio Repair

1. Electronic Services/Telecommunications (ES/T) has the authority and responsibility to maintain and service all radio, data, alerting, and electronic equipment which is the property of Baltimore County Government.
2. No member shall attempt to repair, reprogram, disconnect, tamper with, or otherwise interfere with any radio, data, alerting, and electronic equipment.
3. The following will determine the course of action which should be taken by stations:
 - a. Mobile equipment - mobile radios, MDT, electronic siren, etc.
 - 1) As long as a unit has a means of communications (mobile or portable radio or an MDT) or a reserve unit is available, repairs will be made during ES/T's normal working hours.
 - 2) If none of the above are available, ADO will be contacted to make the appropriate notification of the on-call radio technician.
 - b. Base stations
 - 1) If a base station fails in a career station, ES/T shall be notified during normal working hours.
 - 2) If a base station fails in a volunteer station any time Monday to Friday, repairs will be made during ES/T's normal working hours. If they occur anytime on Saturday or Sunday, ADO will be contacted to make the appropriate notification of the on-call radio technician.
 - c. Alerting systems
 - 1) If the alerting system fails in a career station, ES/T shall be notified during normal working hours. The OIC shall ensure a 24 hour watch take place.
 - 2) If the alerting system fails in a volunteer station, ADO will be contacted to make the appropriate notification of the on-call radio technician.
 - d. Portable Radios;
 - 1) If a portable fails to operate properly it shall be taken to ES/T for repair. The battery, antenna and speaker/microphone will accompany the portable radio. ES/T will issue a claim ticket which must be returned to the station to track the progress of repairs, and assist in retrieving the repaired unit. A loaner Portable will be issued if the portable can not be fix immediately.

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- 2) If a radio is damaged, a form 58 will be forwarded, through the chain- of-command, to the Division Chief responsible for Communications, detailing the circumstances.
 - 3) If a portable assigned to a station is in need of repair when ES/T is closed, the station will operate with the existing radios available in the station until they get the loaner portable radio.
 - 4) If a portable assigned to a staff or support position is in need of repair and ES/T is closed, ADO will be contacted to obtain a spare.
- e. If a radio is submerged or exposed to large quantities of any liquid, the following procedures will be followed:
- 1) The radio will be immediately turned off. Do Not Transmit!
 - 2) The battery removed.
 - 3) The radio, battery and speaker/microphone taken to ES/T as soon as possible for repairs. The on duty ES/T shall be notified immediately.
 - 4) A form 58 will be forwarded, through the chain-of-command to the Division Chief responsible for Communications, detailing the nature of the submergence.
- f. Whenever a speaker/microphone is used with a portable and the radio antenna removed, the cap that comes with the speaker/microphone must be used in the antenna socket of the radio at all times.

B. Lost/stolen/damaged radios

1. If a radio is lost, stolen, or damaged, the following procedures shall be followed:
 - a. ADO shall be immediately notified of the event along with the radio's serial number and alias.
 - b. A Form 58 shall be forwarded through channels to the Division Chief responsible for Communications, detailing all pertinent information.
 - c. A Police report shall be filed for lost or stolen radios with a copy being forwarded with the Form 58.
 - d. If the radio is recovered, ADO shall be notified so that any regroup or inhibit can be discontinued. The Division Chief responsible for Communications shall be notified, through channels, of the recovery. Any recovered radio is to be immediately taken to ES/T to be examined.