
S.O.P. #: 300-16

SUBJECT: TERMINOLOGY

DIVISION: COMMUNICATIONS DIVISION

Objective: To make personnel aware of code words, phrases, and terminology used by the Fire Service and Dispatch Personnel.

Section 1: Definition and Description

A. Radio Terminology

For brevity, standard phraseology shall be used for messages frequently used. The following code words and phrases have been adopted and shall be used wherever applicable:

A

Acknowledge	Let me know that you have received and understood my message
ADO	Administrative Duty Officer
Advise	Give this message to _____.
ALS Strike Team	Four (4) ALS staffed units, an EMS Supervisor, 1 Engine company.
Arrived	Unit is at the location dispatched or has reached its designation. i.e., Engine 1 Arrived. Medic 1 Arrived 218.
Automatic Alarm	A mechanically received fire signal, ADT, EPC, Wells-Fargo, etc.
Available	Unit is capable of responding to an incident within their first due area.
<u>B</u>	
Be Advised	What you have just said is incorrect. The correct version is _____
BIR	Brief Initial Report. A radio report by the first arriving Officer to describe the scene and situation.
Blue Alert	MIEMSS hospital alert which overrides all other alerts, except Mini-Disaster, causing all patients to be transported to the closest appropriate medical facility. Utilized in extreme instances, ie, Severe weather conditions, major utilization of available units, major incident in progress, and disaster situations, etc.. Blue alert is placed into effect following approval of the on duty EMS Shift Commander. Dispatch will advise EMRC, who in turn will notify all area medical facilities. Dispatch will announce on Main-1 the institution, and lifting, of Blue Alert.
Bringing a Line	The engine will lay a line to the scene.

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C

CAD	Computer Aided Dispatch
Cancel	Sufficient units are at location to handle the situation. All other responding units are to go back in service. When no Fire Department units are at location and a cancellation request is received from an identifiable, reliable source, the closest unit(s) will continue it's response to investigate and confirm the situation.
Carrier On	For radio test purposes only, the carrier of this transmitter will be on the air for the next ten (10) seconds. After saying "Carrier On", the operator will activate the PTT for ten (10) seconds without speaking into the microphone. Radio repair may use this <u>code</u> word when requesting base stations, portables, or mobile units to place their carrier on for testing.
Check your display	When an EMERGENCY ALARM is received by Dispatch they will advise the unit sending the EMERGENCY "check your display". This will make the unit aware of the EMERGENCY and, if possible, they should advise by voice if their activation was accidental, or if an Emergent situation exists.
CIST	Critical Incident Stress Team. Psychological Services Response Team from MIEMSS which can be sent to the scene of any incident resulting in a psychologically stressful outcome. COMMAND shall make the request for CIST, ADO will notify SYSCOM, who in turn will notify the MIEMSS coordinator.
CLEAR	Unit is fully staffed and available for response and returning to their station monitoring TG 1.
COMMAND	The incident commander. The first unit to arrive shall assume, or appoint another unit, COMMAND until properly relieved of COMMAND by subsequent arriving OIC's. Dispatch will communicate only with COMMAND unless an EMERGENCY situation arises. All other units will communicate with COMMAND.
Command Modes	Part of the Baltimore County Fire Department Disaster Plan. The institution of any of the Command Modes directs personnel to activate the proper procedures for which they are responsible. Command Modes include; Pre-Command Mode, Command Mode, and Major Command Mode for suppression incidents, and Medical Pre-Command Mode, Medical Command Mode, and Major Medical Command Mode for EMS incidents. When an incident causes both the Major Command and Major Medical Command Modes to be it shall be announced.
Command Post	The physical location (area or vehicle) of the incident commander. May be indicated by a rotating green light.
Correction	An error has been made - the correct version is....
CRT	Cardiac Rescue Technician
CSS	Communications Shift Supervisor

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D

Data System RF system which allows communications between, and among, MDT equipped field units and the CAD system.

Data Link Hardwire system which allows communications between, and among, station CRT's/printers and the CAD system.

Dispatch Baltimore County 911 Center, Fire Dispatch Section.

Disposition The actual outcome of an incident. Dispatch will be advised whenever outcome of any incident is different than when dispatched. Also referred to as Situation Found.

E

ECT Emergency Communications Technician

EMERGENCY A matter of life-and-death. When any unit uses the word EMERGENCY, Dispatch will acknowledge that unit first, and all other units will maintain radio silence until the EMERGENCY transmission has been successfully relayed. May be used in conjunction with the EMERGENCY ALARM feature.

EMERGENCY ALARM Silent notification of a situation where Fire/EMS personnel life or property has been threatened. Units should advise the exact situation by voice if at all possible.

EMRC Emergency Medical Resource Center. Group responsible for coordinating hospital consultations with EMS Units in MIEMSS Region III.

EMS Emergency Medical Services

EMT-A Emergency Medical Technician - Ambulance

EMT-IV Emergency Medical Technician - Intravenous Therapy

EMT-P Emergency Medical Technician - Paramedic

Enroute Indicates that a unit is responding to the incident or designation, i.e., Engine 1 enroute. Medic 1 enroute 218

ETA Estimated time of arrival

F

Fire Showing Describes visible fire showing from a building.

G

H

Haz-Mat Hazardous Materials

Hit The Hydrant Stop at, and pump, the hydrant, or Stand by for orders.

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I

In Service Unit is fully staffed and available for response. Use proper MDT status.

In Service District See "AVAILABLE"

In Service Location Unit is fully staffed and available for response but still on the scene of the previous incident. Unit may be monitoring TG 1, or the Fireground TG.

In Service Returning See "CLEAR"

In Station Unit has returned to Station and is ready to respond.

J

K

Knockdown Main body of fire has been extinguished.

L

Leading Off Laying a hose line to or from a fire scene for water supply.

Level I staging Units are to stop, uncommitted, one block from the incident scene in their direction of travel. All personnel are to remain with the unit. On any incident where the first unit advises "Nothing Evident", all remaining units will automatically institute Level I staging.

Level II staging To be institutes on all 2nd alarm or greater incidents or upon the request of the incident commander. Units are to stop and remain uncommitted at a designated location, such as a large intersection, or parking lot. All personnel are to remain with the unit. The first due Engine company on the 2nd alarm will be directed to become the Staging Officer.

Lines Hose lines laid from a fire hydrant to or from a fire for supply purposes, hand lines being used at the scene of a fire, or other water supply

Long Test Count For radio test purposes, a 10 count will be made 1-10 and 10-1.

M

Message Received I have received and understood your transmission.

MIEMSS Maryland Institute for Emergency Medical Services Systems, Inc.

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Mini-Disaster MIEMSS hospital alert status. The local hospital reports to EMRC that their facility has suspended operation and can receive absolutely no patients due to a situation such as a power-outage, fire, gas leak, bomb scare, etc.. Unless the situation is isolated to the Emergency Department, all other means of patient admissions must be halted prior to Mini-Disaster being implemented. EMRC will advise Dispatch of any area Mini-Disaster. Dispatch will notify all stations via Main-1 of the institution, and lifting, of Mini-Disaster. Responding EMS Units will be made aware of the status upon their response.

N

O

OK Your transmission has been received, understood, and will be complied with.

OIC Officer-in-charge. Person responsible for overseeing a Fire or EMS crew, or crews. The OIC shall be the most senior station officer available at the time, or their designee.

Out of Service Apparatus unavailable for response. Units may be out-of-service for several reasons including; responding, changeover, cleanup, detail, miscellaneous, out-of-district, parade, repair, returning to station, or training.

P

PAR Personnel Accountability Report. A physical check of personnel working on an incident performed by their supervisor and reported to the incident Commander via the organizational framework.

Prepare to Copy Used only when the data system is out-of-service. Transmitted first to give the unit about to receive an incident/message time to gather writing material.

Priority EMS triage system to determine the patients severity of injury or illness. Priority I - Critical, Immediate Transport, Priority II - Urgent Transport, Priority III - Delayed Transport, Priority IV - No Transport required.

Progress Report A report given to Dispatch to indicate progress being made on the incident. The report should be given approximately 10 minutes after the BIR and at the change of Command at the incident.

Q

R

Red Alert MIEMSS hospital alert. Indicates the hospital has no ECG monitored beds available. These will include all in-patient critical care areas, telemetry beds, and ER monitored beds. Dispatch will advise EMS Units of Red Alert status upon their response. Units may transport critical patients to the hospital following MIEMSS protocol and EMRC consultation.

Region III MIEMSS EMS area made up of Baltimore City, Baltimore County, Anne Arundel County, Carroll County, Harford County, and Howard County.

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Relocating	Unit transferring to another station.
Rehab Unit	Specialized unit that provides refreshments and assists in rehab.
Repeat	Retransmit your last message.
Responding	See "ENROUTE"
RF	Radio Frequency
RIT	Rapid Intervention Team. An Engine company assigned to an "Working Fire" incident, but held ready to provide immediate action to assist others in an emergency.
<u>S</u>	
Short Test Count	For radio test purposes, a 5 count will be made 1-5.
Side References	A physical location designated by aspects of the building. The address face is always referred to as "ALPHA ". Other sides are designated by counting clockwise until back at the address face of the building. "BRAVO", "CHARLIE", "DELTA."
Silent Alarm	Any station firebox or master fire alarm box received with no voice contact or verification of the existence of fire or other emergency.
Signal 10	An indication of major civil disorder. When received from the field or on orders from a Chief Officer, Dispatch shall state "Alert all stations for a Signal 10", follow with five (5) tone signals, repeat the message.
Signal 13	Firefighters and/or equipment are being attacked. This will trigger Dispatch to have Police respond to the scene. Use EMERGENCY ALARM if possible.
SOP	Standard Operational Procedures
Standby	Listen but do not transmit, unless Emergency, until directed to do so.
Status Report	See "BIR" See additional references in I.M.S. Manual.
SYSCOM	MIEMSS System Communications Center. Group that is responsible for statewide Medevac, and Specialty Referral Transport, coordination.
System Malfunction	When an automatic fire alarm has been activated and no malicious activation found, or the problem lies with the alarm system. The OIC should advise if the system is to be placed out-of-service. If placed out-of-service the Fire CSS will notify the 911 CSS to prevent subsequent calls until the alarm is placed back in service.
<u>T</u>	
That Is Correct	What you have just said is accurate.
Transferring	See "RELOCATING."

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U

Under Control The fire has been suppressed to a point where there is no danger of additional destruction of property. In non-fire situations COMMAND may advise that the "Incident is under control". ie, in rescue situations the incident is under control once all patients have been extricated.

Urgent A message of paramount importance. Dispatch should acknowledge an urgent message first, and all units should stand by until the urgent message has been successfully relayed.

V

Verify Verify entire message and correct, if necessary.

Victim's Assistance Program established by IAFF Local 1311 to provide aid to citizens who have suffered loss due to fire of the magnitude to cause the loss of clothing, furniture, toys, and other personnel items. COMMAND will advise Dispatch of the need for Victim's Assistance. ADO will notify the on-call 1311 representative to relay the need for fireground response.

W

Working Fire Indicates a fire of sufficient intensity so as to require the commitment of ALL UNIT's assigned to the incident. This report will cause the dispatching of an AIR unit, a Medic Unit, the next due Engine Company to servie as the Rapid Intervention Team.

X

Y

Yellow Alert MIEMSS hospital alert status. The local hospital temporarily requests that it receive absolutely no Priority II or III patients in need of medical care. It is initiated when the ER experiences a temporary overwhelming patient overload such that Priority II and III patients can not be safely managed. This alert may not exceed two (2) hours for each occurrence to a total of six (6) hours during any given twenty four (24) hour period beginning at 00:01. EMRC will notify Dispatch of such alerts. EMS Units will be advised of the alert status upon their response. Units may transport critical patients to the hospital following MIEMSS protocol and EMRC consultation.

Z

Numerical

10-50 A vehicular accident has occurred. If witnessed, or discovered, the unit should advise the location and if the unit is involved. The unit should also advise if the accident severity is Property Damage (1050PD), Personal Injury (1050-PI), or Fatality (1050F). If unable to determine the severity the incident will be titled 1050 Advise.

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Section 2: Fire Department Vehicles and Personnel

The following terminology will be used when referring to units of the Fire Department. The CAD unit type code is also included:

Academy	Unit from the Fire-Rescue Academy.
AID	Unit from the Applicant Investigation Division.
Air Unit (AU)	Unit which replenishes air supply for SCBA or SCUBA
Ambulance (A)	EMS transport unit equipped with EMT personnel.
ATR (AT)	Unit from the Advanced Tactical Rescue Team.
AV	Unit from the Audio/Visual section.
Boat (BT)	Nautical unit which can perform water transport, rescue and recovery functions.
Brush Unit (B)	Unit used for woods/field fires and other off-road operations.
Car	Unit from the Headquarters staff.
Cave-In (CI)	Unit utilized for trench or building collapse rescues.
Deputy Fire Marshal	Unit from the Fire Marshal's Office.
Dive Unit (DU)	Unit utilized by the underwater rescue and recovery team.
EMS (EM)	Emergency Medical Services Field Supervisor. EMS1 is the Shift Commander (Captain). EMS2-8 are District Lieutenants.
Engine(E)	Pumper or pumper-tanker. A pumper carries five hundred gallons of water or less. A pumper-tanker carries more than five hundred gallons of water.
Engine/Tanker (E)	Any Class A pumper that carries between 1000 to 2499 gallons of water. This unit will carry the designation of "Engine".
FID	Unit from the Fire Investigation Division.
Fire Maintenance	Unit used by mechanic or shop personnel.
Floodlight (F)	Unit used to render assistance with lighting and portable power requirements at the scene of an incident. Carries no heavy rescue tools.
Foam Unit (FU)	Unit which carries foam to the scene of an incident.
Haz-Mat (HM)	A hazardous material response unit.
HEAT	High-rise Evacuation Aerial Team.
IV (IV)	Unit equipped with EMT-IVT personnel and equipment.

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Large Capacity Tanker (LC)	Unit that carries more than 2,500 gallons of water.
Marine Unit (MU)	Nautical unit with firefighting capabilities.
Medic (M)	EMS transport unit equipped with CRT personnel.
Mobile Command Post (MC)	Unit utilized as a Command location at the scene of an incident.
Paramedic	EMS transport unit equipped with EMT-P personnel.
Pub ED	Unit from Public Fire Safety Education.
Rescue (R)	Heavy Duty rescue unit equipped to remove or free trapped persons. Does not have floodlight capability.
Rehab Unit (REH)	Unit capable of providing liquid and other nourishment's at an incident scene.
Reserve Apparatus	Ambulance, brush, car, engine, or truck etc., which is not normally used as first line equipment, and can be used to replace first line equipment when needed.
SAR	Search and Rescue. Unit from the ATR dog team utilized for search and recovery.
Special Unit (SU)	Any unit used for specialized service. Mini-pumper, hose wagon, chemical wagon, etc.
Squad (S)	Heavy duty rescue vehicle equipped to remove or free trapped persons, also equipped with a generator and floodlights.
SWIFT	Special Water Incident Flight Tactical Team. A cooperative venture between the MSP Medevac section and STA 52's Underwater Rescue team allowing Dive personnel to be flown to the incident scene.
Tanker (TT)	Unit carrying a thousand to twenty five hundred gallons of water.
Transporter (TS)	Unit used as a Supply or Messenger delivery vehicle.
Trooper (TP)	Maryland State Police Medevac Helicopter.
Truck(T) or (TR)	Unit equipped with an Aerial Ladder or platform and various size ground ladders. May also be equipped with Rescue equipment.
Utility Truck (U)	Unit used for various purposes including; Medical response, Personnel transport, non-emergency details, etc. May be a station wagon, pick-up truck, four-wheel drive type vehicle, etc.

Section 3: Phantom Box Terminology

The following terminology is to be used when dispatching assignments:

ALS Strike Team	Four (4) Medic units, one (1) EMS Lieutenant, 1 Engine and 1 Division Chief/Battalion Chief, (if not all ready on the scene.)
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Engine Strike Team	Five (5) Engines and 1 Division Chief/Battalion Chief.
Fire Box	Used for structure, dwelling, apartment fires (if not special hazard occupancy).
Local Box	Used for any combination of apparatus that does not require a first alarm assignment. Auto/truck, brush fire, Medic assists, details, investigations.
Local Fire Box	Used for incidents requiring the response of two (2) Engines and one (1) Truck or Floodlight. Fire alarms, electrical fires, etc.
Medical Box	Used whenever the assignment consists of one (1) engine, Medic, and EMS Supervisor.
Medical Strike Team	Assignment consists of one (1) Engine, four (4) EMS units at any level of care, one (1) EMS Supervisor, and one (1) Division Chief/Battalion Chief (if not already on scene.) Used for EMS incidents of major nature where several patients require treatment and transport.
Medical Task Force	Assignment consists of one (1) Engine, one (1) Squad, four (4)) EMS units at any level of care, one (1) EMS Supervisor, and one (1) Division Chief/Battalion Chief, (if not already on scene.) Used for EMS incidents of major nature where several patients require treatment and transport, and an entrapment situation exists.
Rescue Box	Used for any situation when a person is trapped, caught or otherwise cannot be released, or if free access cannot be gained. There are three (3) types of Rescue Boxes;
Local Rescue Box	Used for any situation of a minor nature. A person who is caught in or by an object, when both the object and the patient can be transported to the hospital via a Medic unit
Rescue Box	Used when person(s) are entrapped in autos, machinery, buildings, cave-ins, drownings, etc.
Heavy Rescue Box	Used for any situation of a major nature requiring extra equipment for extrication, auto under a tractor-trailer, etc.
Special Hazard Box	Used on any assignment where fire is reported in a multi-story building. CAD should provide a "HAZ" message to indicate the Special Hazard.
Tanker Strike Team	One (1) Large Tanker (>2000 gallons), 3 tankers and 1 tanker support unit.
Task Force	A group of any type and kind of resources with a common communications and a designated leader.
Section 4: Fireground Terminology	
Code 9*	*Replaced by using "fire fatality at location."

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Signal 13 Fire Fighters and/or equipment are being attacked. Emergency Alarm should be activated if at all possible. This also notifies Dispatch to have Police respond to the scene.

Section 5: Phonetic Alphabet

The Phonetic Alphabet shall be utilized when the spelling of a street, word, or phrase is necessary for understanding and clarity. Other versions of the Phonetic Alphabet (Military) will not be used.

A	Adam	N	Nora
B	Boy	O	Ocean
C	Charles	P	Paul
D	David	Q	Queen
E	Edward	R	Robert
F	Frank	S	Sam
G	George	T	Tom
H	Henry	U	Union
I	Ida	V	Victor
J	John	W	William
K	King	X	X-ray
L	Lincoln	Y	Young
M	Mary	Z	Zebra

Section 6: IMS Alphabet

The IMS Alphabet will be used for the purpose of coordinating and effective communicating the geographical positions on a fireground.

Alpha	The side of the building containing the street address.
Bravo	The side of the building clockwise from Alpha side.
Charlie	The side of the building clockwise from Bravo side and normally the rear of the building .
Delta	The side of the building clockwise from Charlie side.