



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

In order for all Russellville Fire Department personnel, and dispatchers to ensure that all radio traffic is understandable, certain considerations outlined in this policy shall be adhered to at all times

It is the responsibility of all RFD personnel, and all 911 Dispatch personnel to be aware of how the RFD Radio System operates, and do everything possible to ensure that transmissions are easily understood at all times.

POLICY

While on duty, it is the responsibility of all RFD personnel to know which dispatch channel is in use at all times, and for such channel to be selected for use on each transmission.

The Russellville Fire Department radio system operates on a trunking system for the Arkansas Wireless Information Network (AWIN). For this reason, once a radio begins transmitting it takes up to two (2) seconds for the repeater to key up, allowing all other radios (including the radio at dispatch) to begin hearing the transmission. All RFD personnel shall key the radio and wait at least two (2) seconds prior to talking. Failing to allow the repeater to activate before talking will cause the first part of the transmission to be cut off.

Inside Fire Department Units, and some parts of Fire Stations are not the best listening environments for radio traffic. In order to be understood, it is necessary that all RFD personnel be mindful of this factor and enunciate slowly, clearly and with adequate volume on every transmission on the RFD radio system.

Before speaking, formulate what information is being communicated, and put the information in a standardized reporting template. For instance, a standard situational report might contain Unit ID, location, conditions, actions and needs. This method forces users to fill in the blanks, answer all the necessary questions, and filter out unnecessary information.

Incident Commanders can be overwhelmed by excess information on the radio. Radio discipline on the fireground will help to determine if information needs to be transmitted on the radio. If face-to-face communications are possible between members of a crew and the information is not needed by the IC, don't get on the radio.

Placing a microphone too close to the mouth or exposing the microphone to other fireground noise may result in unintelligible communications. When transmitting in a high-noise environment, shield the microphone from the noise source. Hold the microphone a couple of inches from the mouth or, when speaking through an SCBA mask, place the microphone near the voice port on the facepiece.

Use a loud, clear and controlled voice when speaking into a microphone. When users are excited, their speech often is louder and faster. These transmissions often are unintelligible and require the IC to ask for a rebroadcast of the information, resulting in more radio traffic on the channel.

Approved

Fire Chief

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