

# Galveston Fire Department

## Standard Operating Procedure

### 1600.01 Portable Radio Operations

**Fire Chief** \_\_\_\_\_

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### **Portable Radio Operations**

The purpose of this SOP is to ensure that all GFD station personnel are working with the properly assigned portable radio and that each firefighter will have a radio for use whenever possible in order to enhance their safety and to assist with on scene communications and personnel accountability.

#### **Definitions:**

*Portable Radio* – The handheld radio assigned to apparatus, fire watch, specific personnel, and spare use.

*Serial Number* – The serial number is a specific identification number located on the back panel of the portable radio, not the battery. It has a S/N identifier. An example of a serial number is 466AZE3180.

*S/N Short* – This is the number that was engraved on many radios prior to 2003. It is the last 5 alphanumeric from the complete serial number. An example of a S/N Short would be E3180.

*EID* – This is a unique radio electronic identifier that logs onto the Galveston County Emergency Communications District every time the radio is keyed. An example of a Radio EID that records at the district is I722001.

*Location* – The unit or staff that the portable radio is assigned.

*Radio ID* – This is the specific location and assignment of each portable radio. This engraving shows the seated position of the individual on department apparatus. Many radios show multiple markings from the past, but the engraved Radio ID is the actual assignment identifier.

#### **Radio Placement Identification**

Each portable radio has an engraving that shows where the radio is assigned. This engraving will indicate the seated position on each apparatus.

The Captain is the “A” radio.

The Driver is the “B” radio.

The Firefighter behind the Captain is the “C” radio.

The Firefighter behind the Driver is the “D” radio.

An example of this would be “**Engine 1 A,**” this radio engraving indicates that the Captain of Engine 1 is assigned that duty radio. In the event that there is not a permanent officer assigned to a piece of apparatus, then the Driver is still the “B” portable radio designee. An example of this is “**Rescue 1 B,**” this radio is assigned to the Driver of Rescue 5. The firefighter assigned to Rescue 1 would be **Rescue 1 C. Personnel may use their assigned radio number on air.** Example, “**Engine 1A, Command**” This tells everybody that the Engine 1 Captain is calling the Incident Commander.

#### Reserve Apparatus

When reserve apparatus is in use as front line response, the portable radios will be carried over to the reserve and the same radio designation will be in use. An example would be if Engine 10 is rolling in place of Engine 1, the radios would still be “**Engine 1 A,**” not “**Engine 10 A.**”

When reserve apparatus is being used for a supplemental detail, then the actual unit number is used and the seated positions apply. An example of this is if Engine 10 is being used for an explosive detail, with a crew of 4, “**Engine 10 A**” would tell the Battalion Chiefs that they have a staffed reserve apparatus on that specific detail. Fire Watch radios will be used for this type of detail.

#### Fire Watch Radios

Fire Watch radios will be located in the Battalion Chiefs office. Fire Watch radios are engraved **F/W.** These are to be issued out for all extra duty assignments. When an individual is assigned to a single firefighter detail, special event, or other non-apparatus assigned activity, they will use the radio engraving as their identifier. An example of this would be, a firefighter is working a hot roof job they would be “**Fire Watch 1**” on the air.

Tower 1 on has two assigned personnel at this time. When staffing permits, additional personnel may be assigned to the Tower. They will use F/W radios. The C and D designation will be used in accordance with this SOP. This will assist the Battalion Chief and Safety Officer with on scene accountability.

In the event of a multiple alarm incident, the Fire Watch radios will be brought to the scene by a person designated by the Battalion Chief. Radios will be issued at the discretion of the Incident Commander. Radio will be assigned at that time by the Incident Commander.

#### Spare Radios

Spare Radios are used as a replacement while a radio is being repaired and have an **SP** engraving. The spare radio will assume the replaced radio’s seated position. An example of that is **SP 1** is temporarily being used as **E1 C, E1 C** will continue to be used as the radio ID.

### Responsibilities

Radios will be checked by the assigned personnel daily for location, damage, and battery charge. The officer in charge of the apparatus will report any deficiencies to the Battalion Chief immediately. A radio inventory spreadsheet will be kept in the Fire Department shared folder for reference. The Assistant Chief will maintain the inventory log and repair process. Batteries, clips, and antenna will be kept readily available through the Assistant Chief.