	Queen Anne's County Fire & EMS Commission Operations Manual	No. 05.02
		Effective Date: January 12, 2005
	Radio Procedures	Revised Date: May 7, 2015

I. SCOPE

- A. This policy applies to all Queen Anne's County Fire and EMS service personnel.

II. PURPOSE

- A. To establish the proper radio procedures to be utilized by all Queen Anne's County Fire and Emergency Medical Units. It will also address the proper use of the Status Message Transmitters when en route to emergency and non-emergency incidents.

III. RESPONSIBILITY

- A. All personnel affiliated with a Queen Anne's County Fire Department will be responsible for ensuring strict adherence to this policy.


IV. PROCEDURE

- A. Emergency Incidents

1. RESPONDING – All units dispatched shall give a verbal response transmission including the total staffing and officer designation if applicable.
 - a. Example 1 “*Engine 55 responding with 5*”
 - b. Example 2 “*Engine 55 responding with 5 officer 501*”

Queen Anne will acknowledge all responding units.

2. All units will depress the proper status message buttons and staffing level.
3. All county units dispatched on the 2nd and subsequent alarms shall depress status message buttons and staffing levels only. No verbal responding transmissions are to be given.

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4. ARRIVED – All units dispatched shall give a verbal arrived transmission. The first arriving unit shall give a brief initial report and then follow the Incident Command functions located in the FEC Operations Manual under Section 2 Subsection 02.05 Titled Incident Command System which includes addressing the command function and tactical objectives that are required. ***Queen Anne will acknowledge only the first arriving unit's arrived transmission. Queen Anne will then echo the transmission of the BIR.*** All units will depress the proper Status Message Button along with their Staging announcement.

5. ARRIVED/STAGING - All units arriving after the first due are to announce that they are staged and await an assignment from the Incident Commander.

No unit shall request an assignment or commit to a location until advised by Command.


6. AVAILABLE – All units shall only depress the proper Status Message Button when clearing an incident. ***Queen Anne will not acknowledge any unit.***

7. IN QUARTERS – All units shall only depress the proper Status Message Button when returning to quarters. ***Queen Anne will not acknowledge any unit.***

8. EMS TRANSPORTS – All units transporting to the hospital shall give a verbal transmission announcing patient priority and designation.

Example 1 “Ambulance 6 priority 3 to Anne Arundel” ***Queen Anne will not acknowledge each unit.***

- a. No verbal transmissions are to be given for arriving and leaving the hospital. All units shall depress the proper Status Message Button(s).
- b. Available ALS units, once re-entering the county shall depress the proper Status Message Button and verbally announce the unit is back in the county.

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9. UNIT TO UNIT TRANSMISSIONS – All units are to talk unit to unit when giving and receiving assignments. ***No transmissions should be relayed through Queen Anne.***


B. Non-Emergency Incidents

1. On Air In First Due – Units that go on air in their first due area are recognized to be available and shall only depress the On Air Status Message Button. ***No verbal transmission.***
2. On Air Out Of First Due – Units that go on air outside of their first due area are recognized to be available and shall depress the On Air Status Message Button and give a verbal transmission of their location and assignment. ***No verbal transmission from Chief's units.***
3. Unavailable – Units that temporarily become un-available for incidents whether in or out of the first due area shall depress the UNAVAIL Status Message Button and give a verbal transmission of why they are unavailable and an estimated time they will return to service if applicable.
 - a. Example 1 “Utility 2 Queen Anne unavailable out of first due on company business”.
 - b. Example 2 “Ambulance 9 Queen Anne unavailable for decon for approximately 20 minutes”.

C. Out of Service Units

1. Units being placed out of service for mechanical or long durations shall notify Queen Anne by phone.
2. Units being placed back in service shall notify Queen Anne by phone.

Anytime a unit is placed out or back in service Queen Anne shall broadcast it by a single alert tone and announcing the unit that is out or back in service.

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D. Manual Operations

1. An exception to the above procedure will occur when the Computer Aided Dispatch System (CAD) or the Status Message System is out of service then all transmissions will be verbal. *Queen Anne will advise when this occurs.*

William H. Faust, Chairman
Queen Anne's County Fire & EMS Commission