



N E W J E R S E Y

Making It Better, Together.

Radio Procedure Manual 2013



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P R E F A C E

The Communications Committee of the Camden County Fire Chief's and Fire Officer's Association and the Office of Emergency Management, EMS Coordinators have promulgated this manual.

If you have a recommendation designed to improve this manual or the procedures therein, you should submit the same in writing, noting the page and paragraph referred to, and send it to the Radio Committee of your respective association or to the following:

Chief of Communications
Camden County Communications Center
Egg Harbor Rd, Building #18
Lindenwold, New Jersey 08021

All changes of policy must be approved by the Chief of Communications and the Camden County Fire Chief's and Fire Officer's Association and the Office of Emergency Management, EMS Coordinators.

The personnel charged with the responsibility for Public Safety in Camden County have established these operating procedures. Therefore, they should be considered as mandatory for all using the radio frequencies concerned within our County. Only in this manner can discipline be maintained that will result in maximum use of these Communications Facilities, and minimum interference by and to those using the facilities.

This manual has been revised March 2013.

Section: 1

Title: Authorized Fire and EMS Talk Groups and Uses

Effective Date: April 2001

Revised: March 2013

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**F-1 Dispatch Frequency 154.430 MHz
PL192.8**

1. Dispatching of all Fire and EMS alarms
2. Any necessary transmissions authorized by the Camden County Dispatcher

In each region all Fire and EMS units that are listed will operate on that talk group unless otherwise directed by the Communications Center

North Region

Camden City, Merchantville, Pennsauken, Woodlynne

North Operations

North TAC 1

North TAC 2

North TAC 3

Primary Fire ground 1

South Region

Ancora, Berlin Boro, Berlin Twp, Chesilhurst, Clementon, Gibbsboro, Lindenwold, Pine Hill, Voorhees, Waterford Twp., Winslow Twp.

South Operations

South TAC 1

South TAC 2

South TAC 3

Primary Fire ground 4

East Region

Cherry Hill, Haddonfield, Haddon Twp., Hi-Nella, Lawnside, Laurel Springs, Magnolia, Somerdale, Stratford

East Operations

East TAC 1

East TAC 2

East TAC 3

Primary Fire ground 3

Section: 1**Title: Authorized Fire and EMS Talk Groups and Uses****Effective Date: April 2001****Revised: March 2013****Page: 2 of 2****West Region**

Audubon, Audubon Park, Barrington, Bellmawr, Brooklawn, Collingswood, Gloucester City, Gloucester Twp., Haddon Heights, Lakeland, Mount Ephraim, Oaklyn, Runnemede, West Collingswood Heights

West Operations

West TAC 1

West TAC 2

West TAC 3

Primary Fire ground 2

Highway Operations

Highway Ops1 Primary through a gateway to SJ Net

Highway Ops2 Secondary

County Wide Operations

Countywide Fire 1

Countywide Fire 2

Helicopter Operations

Highway Ops1 Primary through a gateway to SJ Net

Bordering districts may use other County talk groups/frequencies, provided that County authorizes them. All talk groups/frequencies used must have the permission of the agency holding the license.

Section: 2

Title: General Radio Procedures

Effective Date: April 2001

Revised: March 2013

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The information, regulations, and procedures contained in this manual are not law, except where FCC is indicated. They are in conformity with the FCC and have been designed for the purpose of enabling every fire department and EMS unit the maximum use of the **talk groups** allocated with a minimum of interference to those sharing it. All units that operate on these **talk groups** must have the authorization of the Chief of Communications of Camden County.

Authorized persons in accordance with the procedures described in this manual will use the Fire and EMS Communication System only for the transaction of **OFFICIAL BUSINESS**.

Nothing in these procedures will prohibit the use of wire or telephones where their use may be more practical and effective.

All operations will comply with the rules and regulations of the Federal Communications Commission (FCC).

Federal Law strictly prohibits use of profane and/or indecent language and severe penalties are provided for the offender.

Repeated violations of the procedures contained in this manual will be reported to the FCC for possible prosecution under provisions of the "Federal Communications Act".

The Camden County Radio Dispatcher is responsible for clearing traffic as quickly as possible, and for maintaining discipline on the air. Their decisions will receive prompt compliance.

The Communications Center Shift Supervisor and the OIC of the incident will address non-compliance with proper radio procedures, or misuse of the radio network. This should be done by telephone as soon as possible after all units have returned to the station. In order to help educate all personnel in the proper use of radios and to re-enforce compliance with proper procedures, the dispatcher may correct improper use by radio.

All messages must be kept to a minimum and limited to the items covered by the section on **Authorized Fire and EMS Talk Groups and Uses**.

Messages are to be of two classes **PRIORITY** and **ROUTINE**. The dispatcher will determine which message will receive priority and that decision will be **FINAL**.

Section: 2

Title: General Radio Procedures

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PRIORITY

A classification of message that gets precedence over day to day messages.

- MAYDAY **see page 17**
- Emergency Evacuation Signal **see page 16**
- **Priority messages will** be preceded by a single 3 second alert tone

ROUTINE

- All normal day-to-day messages.

Paging of local officers will be done for fire department or EMS business **ONLY** and using regular alerting tones assigned to that fire department or BLS unit.

Local fire department or EMS announcements will be limited to the following:

- Unscheduled meetings, drills or special announcements.
- Death announcements of fire department or EMS members.

Announcements will be made at the time requested between 0700 and 2300 hours. Only line officers and presidents will make requests, and they must state their name and rank. The on-duty shift supervisor must authorize the transmitting of all announcements.

Countywide announcements will be made at 1100 and 1800 hours, if possible, and will be authorized by the on-duty shift supervisor.

Section: 3

Title: Calling Procedures

Effective Date: April 2001

Revised: March 2013

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Base stations will use FCC call sign when going on/off the air, and otherwise as required by FCC; usually every thirty (30) minutes.

The base station of the Camden County Alarm Room will be called:
CAMDEN COUNTY.

Town base stations use their District # at all times. If the town's base station is located at police headquarters and operated by same, use police district # and the word POLICE for identification.

Fire and EMS base stations use the station # at all times.

THINK before transmitting.

Wait for the talk permit tone (chirp) to complete before speaking. If you receive a system busy signal (bonk) wait until the system clears before attempting to transmit again.

Messages shall be specific, comprehensive, and clearly spoken.

Good radio speech will result if the following rules are observed:

- Keep a natural, conversational rhythm
- Speak steadily at medium speed. **DO NOT HURRY.**
- Shouting and loud talking distorts the sound.

The use of slang, "ten codes", and local expressions must be avoided, as other persons on the network may not understand them.

Mobile units and personnel are to use their complete assigned radio numbers at **ALL** times. **DO NOT ABBREVIATE.**

Transmissions are forbidden under the following circumstances:

- When your transmission will interrupt or interfere with communications already in progress.
- During a MAYDAY with the exception of the OIC and the units involved in the rescue attempt.
- After directed by Camden County to "STANDBY".

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Personal names are not to be used on the radio. If absolutely necessary to refer to person(s), use the rank and last name of the person(s). (i.e. Firefighter Jones, Deputy Chief Brown, etc.).

Any questions concerning procedures or possible error should be handled over the telephone. **DO NOT HAVE A DISCUSSION OVER THE AIR.** (See Issues section for steps to handle any problems)

Camden County is handling many talk groups. Even if you hear nothing, the dispatchers may be busy. You should allow 8 to 10 seconds **BEFORE** repeating a call.

Correct call procedures will be: officer or apparatus being called from officer or apparatus calling, (ex. E1352 from Camden County, you from me)

The first unit responding from the local station should sign-on their region's assigned primary talk group unless otherwise designated with their complete assigned radio number and the word RESPONDING, along with the number of qualified personnel on the apparatus, and repeat the location of response. All other units sign-on their region's assigned primary talk group unless otherwise designated with unit number and word responding and the number of qualified personnel on the apparatus (do not repeat the address). Camden County will acknowledge all units. Additional information regarding the assignment will be given to the first responding unit at this time, if available to the Communications Center. Fire units **WILL NOT** sign-on radio until that unit is responding. EMS units may sign-on radio awaiting an EMT. The Alarm Room will re-tone based on the need of the unit.

The first arriving unit/chief will sign-on location on their region's assigned primary talk group unless otherwise designated and give a brief report of conditions, as a guide for the units following and for the Communications Center. This report should include the dimensions of the building, type of occupancy, type of construction and what is visible on arrival, ("2 story residential, ordinary construction, 20x50, light smoke showing.") All other units equipped with MDC will use the MDC to place themselves on location unless they have been given specific orders. (i.e. "take the standpipe connection", "take the rear of the building", etc.). The Communications Center will repeat the condition found report given by the first arriving unit. The report given will be entered into the narrative portion in the CAD. It is mandatory that one unit on location maintain radio contact with the Communications center.

Section: 3

Title: Calling Procedures

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The primary fire ground channel will be utilized at each incident unless otherwise directed. All on scene communications will be conducted on this channel. It will be the Incident Commander or their designee's responsibility to monitor both the assigned operations and fire ground channel.

The Officer in Charge (OIC) of the incident should place the station(s)/unit(s) in service on their **region's assigned primary talk group unless otherwise designated** at the completion of the assignment. If some units are still committed on the incident, the OIC will make the station(s)/unit(s) in service with the exception of those units. In this case, those units still committed will place themselves in service when appropriate on their **region's assigned primary talk group unless otherwise designated**. At no time will individual units place themselves in service after the OIC has already done so. **ALL** recalled units are automatically in service. The Dispatchers will only recall units that have been recalled by a fire/EMS officer on their **region's assigned primary talk group unless otherwise designated**. At no time is the Alarm Room to initiate the recall process. If a police officer is on location prior to Fire/EMS arrival, and advises a recall, the exact message from the police will be relayed to the Fire/EMS OIC/unit. The option to recall will then be left up to that responding unit.

After a station/unit has been placed in service, all other routine communications will be done by phone. (i.e. reporting back in station, times, and run numbers, etc.), if not received by pager, email, fax, **firehouse software, EMS charts or MDC**.

Large scale incidents such as but not limited to structure/building fires, extrication assignments, large wild land fires, hazmat incidents, the term under control will be used. This will be announced on the **region's assigned primary talk group unless otherwise designated** when the Incident Commander places the incident under control. This time will also be documented in the narrative portion of the incident in CAD. The announcement will be: **Attention All Personnel, Attention All Personnel the Incident (fire) is under control – (town) (address) and (time).**

On rescue incidents, the OIC will advise Camden County when the victim(s) have been removed. The time(s) will be recorded on the computer run incident.

Section: 4**Title: Standard Terminology****Effective Date: April 2001****Revised: March 2013****Page: 1 of 3****Monitor**

Listen to the radio

Stand-by (Radio Mode)

Listen but **DO NOT** transmit until directed to do so by the dispatcher.

Responding

ON RADIO, responding to the assignment for fire apparatus this should also be followed by the number of qualified personnel on the apparatus

Emergency Speed

Respond with all warning devices.

Reduced Speed

The OIC has determined that an emergency response is not necessary.

Stand-by (response mode)

All units will stand-by for further orders, in a secure area.

Proceed in and Stand-by

Proceed in at emergency speed with all warning devices in use. Upon arrival, have personnel remain with the apparatus pending further orders.

Level 1 Staging

Apparatus will stop one block from the incident in the direction of their travel. No Staging Area Manager will be assigned.

Level 2 Staging

A designated area will be declared as a Staging Area and apparatus will be directed to respond to that location. A Level 2 Staging Area will have a Staging Area Manager assigned to it.

Recall

The OIC of the incident you were dispatched to has determined that your assistance is not needed. Recall is to be used for units still responding/not on location or not visible to the IC.

Section: 4**Title: Standard Terminology****Effective Date: April 2001****Revised: February 2010****Page: 2 of 3****On Location**

You have arrived at the location to which you were dispatched.

Operating

Companies are engaged in activity at the incident.

Nature and conditions

The dispatcher will use this term to have the incident commander clarify and report on what is happening at the scene.

Standing fast

Companies are assigned to the incident, but they are not performing any activities.

Doubtful will hold

The incident commander does not think that the units on location will be able to handle the incident.

Probable will hold

The incident commander believes that the units on location will be able to handle the incident.

Under Control

Incident under control shall be issued by the Incident Commander at anytime the Incident is stabilized. Stabilization would include, the forward progress of the incident has been stopped, all victims extricated, the flow of toxic substances has been stopped etc.

In-service

Companies have completed the assignment and are ready for dispatch to an incident.

In-service on Location

Companies have completed the assignment and are ready for dispatch to an incident, but are remaining on location for the time being.

Out of Service

Not available for any assignments

Section: 4

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O.K.

Your message has been received understood and will be complied with.

Raise Pressure

Increase water pressure

Lower Pressure

Decrease water pressure

MAYDAY

This is a distress signal to be used by emergency personnel in peril.

All radio communications will cease.

Test Count

1-2-3-4-5-4-3-2-1

Phonetic Alphabet

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OCEAN
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

Section: 5

Title: Standard Countywide Procedures

Effective Date: April 2001

Revised: March 2013

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Fire Apparatus Response

All fire apparatus signing on radio responding on the region's assigned primary talk group unless otherwise designated to all calls will announce their unit number and the number of personnel. The amount of qualified personnel will be added to the unit number in the CAD at Communications and the software will keep a total amount for the duration of the incident. Example – Engine 232 **RESPONDING** with 5. If any apparatus signs on without advising the dispatcher of the amount of personnel, the dispatcher will ask for the count. If the apparatus does not give the dispatcher a count, the number zero will be entered for the personnel on that apparatus.

Personnel – The count of personnel should be those members on the apparatus that are NJ Firefighter I certified, SCBA qualified personnel. Any member not meeting these qualifications should not be included in the count of personnel. Personnel that arrive on scene that are not on responding apparatus may be added to the count when appropriate, (i.e. mutual aid, personnel in POVs etc). The incident commander may forward this count at any time.

The dispatcher will inform the incident commander of the staffing count at the ten minute mark on the region's assigned primary talk group unless otherwise designated. This will coincide with the ten minute time advisement. If there are not fifteen personnel in the staffing count at ten minutes, the dispatcher will ask the incident commander if they want additional resources dispatched.

Time Advisement and Progress Reports

For all assignments the time the call is received will serve to “start the clock”. Large scale incidents such as, but not limited to, structure fires, extrication assignments, large wild land fires, hazmat incidents, this will be the initial start time for time advisement and progress reports. At the ten (10) minute point, the dispatcher will give the Incident Commander a time advisement on the region's assigned primary talk group unless otherwise designated (no progress report requested) and the number of qualified personnel responding. Every ten (10) minutes thereafter for the first hour, a time advisement/progress report request will be given on the region's assigned primary talk group unless otherwise designated. After the initial hour, a time advisement/progress report request will be given every thirty (30) minutes on the region's assigned primary talk group unless otherwise designated, until the incident is placed under control or the extrication is completed. The dispatcher will repeat the progress report given from the Incident Commander each time one is transmitted regardless of the type of incident on the region's assigned primary talk group unless otherwise designated.

Section: 5**Title: Standard Countywide Procedures****Effective Date: April 2001****Revised: March 2013****Page: 2 of 9****All Hands Announcement**

Upon request of the Incident Commander, an “All Hands Operating” message will be dispatched **on F1** utilizing tones of only the local station, unless directed otherwise by the Incident Commander. The message will contain the station number, incident address and type, and “All Hands Operating” announcement. The Dispatcher will follow the ALL HANDS ACTION GUIDE filed by the local station/department.

Emergency Evacuation Procedure

The Emergency Evacuation Procedure is a procedure designed to alert all firefighting personnel of an impending building collapse, or deteriorating conditions that warrant the immediate evacuation of all personnel from the building or the area of the incident.

The Alarm Room will transmit a 3-second alert tone **on the region’s assigned primary talk group unless otherwise designated** followed by:

“Attention all personnel on the Fire ground at (location) the Emergency Evacuation Procedure has been ordered for (reason). All units will sound warning devices.”

Example: Attention all personnel on the fire ground at 123 Main St Cherry Hill the Emergency Evacuation Procedure has been ordered for an imminent building collapse, all units will sound warning devices

All units on the Fire ground will sound a 30-second air horn blast and/or siren blast. This will alert all personnel to evacuate the fire building. This order should come through the OIC.

The OIC or their designee will be responsible to transmit the evacuation message on the fire ground channel.

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MAYDAY

MAYDAY may be transmitted by personnel in life threatening position/situation on the fire ground or any other emergency scene. Upon receipt of a MAYDAY transmission, the dispatcher shall transmit 3-second alert tone on the region's assigned primary talk group unless otherwise designated and announce the message:

“MAYDAY has been transmitted at (Location) all routine radio traffic will cease”. The OIC or their designee will be responsible to transmit the MAYDAY message on the fire ground channel.

Radio traffic will then be limited to Incident Commander, personnel in peril, and personnel involved in rescue effort. Upon completion of rescue operations, and only by direction from Incident Commander, dispatcher will announce on the region's assigned primary talk group unless otherwise designated that routine traffic may continue.

The OIC or their designee will be responsible to transmit the evacuation message on the fire ground channel.

Limited Access Highway Responses

For the below listed highways, all companies responding to incidents on these highways will operate on Highway Operations.

Highway Ops 1 Primary through a gateway to SJ Net
Highway Ops 2 Secondary

- Route 76
- Route 42
- Route 295
- NJ Turnpike
- Atlantic City Expressway
- Route 676

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Medical Helicopter Procedures

It shall be the responsibility of the first emergency unit on location to request a helicopter Unit. Any emergency personnel can request a Helicopter Unit (ex BLS, ALS, police, fire officers, etc). After the request has been made, the person making the request will give the Communications Center a location to land the Helicopter. The Communications Center in turn will contact REMS and give them the following information:

- Location of incident
- Map grid for the location
- Type of incident
- Location of where the Helicopter is to land
- The number of persons that need to be transported
- LZ operations will be on Highway Ops 1 through a gateway to SJ Net.

The Communications Center will dispatch the local fire company, if not already on location. The OIC will be instructed to prepare a landing zone for the helicopter and switch LZ units to Highway Ops 1. The senior fire officer or his appointee will be in charge of the landing zone.

The radio designation for the person or unit in charge of the landing zone will be the town/township plus LZ. (Ex Pine Hill LZ, Gloucester Twp. LZ, so that it can be relayed to the helicopter)

County Fire Police

Camden County Fire Police (CCFP) will be dispatched at the request of any police, fire, EMS, or emergency services official. At this request the CCFP will be added to the incident or a new incident created and dispatched on F-1 using the Station 5700 tones. The CCFP will respond on the talk group assigned by the Communications Center. Once operating at a scene they will be given a fire ground channel to operate on.

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Issues

This section is designed as a guide for handling issues that come before the Emergency Services Community. Issues are defined but not limited to; complaints, tape requests, box changes, inventory updates, contact number changes etc. The Camden County Communications Center has designed an issue form for the handling of such issues. (see form at the back of the manual)

The first step in handling any complaint would be to contact the Fire/EMS Supervisor **856-783-4808 x6200** or the Fire/EMS Officer as soon as possible. ***Do not have a discussion over the air.***

Issues concerning the Communications Center should be directed to the on duty Shift Supervisor **856-783-4808 x6200** from the Alarm Room first. **If the problem cannot be resolved the next step would be to address the issue with the on duty Watch Commander.** If the issue is still unresolved fill out the issue form and mail/fax **or email it to the Office of the Chief of Communications** for further action. All issues should be addressed as soon as possible after they arise.

Special Response Forms

This form is to be used **ANYTIME** a special response is requested. A special response is any response not already pre set by the department. It **MUST** be filled out completely and faxed or mailed to the Alarm Room prior to the implementation of the special response. Verbal requests ***will not*** be honored. The requesting Officer **MUST** sign the form along with their Officer number. Joint Fire and EMS responses require **BOTH** signatures. Unless otherwise noted all special responses **will expire after 72 hours**. All weather related special responses (ex. snow, storm, etc.) will be for a maximum 24hr period. If the special response needs to be extended another request will be needed. (see form at the back of the manual.)

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Temporary Storm Radio Procedures

At the discretion of the Alarm Room Supervisor, the following temporary radio procedures will be in effect for Camden County during storm conditions.

- Only one fire unit will sign on for EMS assist calls. No duty officers, only the unit that is actually doing the assistance.
- Only single units **will sign on going to** wires, public assist, tree down, dewatering calls etc. If the department chooses to send multiple units, only the first unit will have radio contact with the Alarm Room **on the region's assigned primary talk group unless otherwise designated**. The also applies to multiple duty or chief officers. There should only be one unit in contact with the Alarm Room for the incident during periods of peak activity. Use of MDCs is encouraged to minimize radio traffic.
- Only local chiefs or duty officers are to sign on radio. No mutual aid officers on radio. The dispatcher will only communicate with one officer.
- Any department wishing to use **their fire ground channel** for minor incidents **are to make telephone contact with the Alarm Room Supervisor so runs can be given out via alternate means of dispatch. Self dispatched runs will be entered into the CAD at a later time.**
- MDC equipped units are to transmit all pole number and other non life threatening information via the MDC narrative feature and notify the dispatcher. The MDC will be utilized to give out additional assignments once the units are cleared. MDC equipped units can utilize the MDC for responding and on location for minor calls during periods of peak activity. Units need to clear via **their region's assigned primary talk group unless otherwise designated** radio so the Alarm Room will know they are in service for another assignment.
- Non emergency radio traffic between units is to be kept to an absolute minimum and on **fire ground channels** if possible.

These procedures will be in effect for periods of peak activity due to weather conditions or otherwise needed by the discretion of the Alarm Room supervisor and may change during the course of the storm event. An announcement will be made over all **primary talk groups when** the procedure is put into effect and when it is discontinued

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Mobile Data Computer (MDC)

Purpose: The intention is to establish a standard procedure for the use of the MDC for both Fire and EMS units. This standard will be followed at all times to maximize the efficiency of the radio network in Camden County.

The MDC is an extension of the CAD (Computer Aided Dispatch) at the Communications Center. This gives the user of the MDC the ability to view the current incident that they are assigned to. This device is a touch screen application for ease of use. Users will be able to change the status of the vehicle they are in as well as enter narrative and pertinent information from the scene. The only function the user will not be able to do is clear an incident if they are the last unit assigned. This eliminates the accidental closing of an incident. The following will be considered policy and standard use of the device by both fire and EMS units when applicable.

All units equipped with an MDC will keep the device logged in or login as soon as they enter the apparatus.

The crew of the unit will check the MDC for information prior to the response or as soon as possible early in the response of the unit. This will eliminate the need for confirmation of addresses and other information over the radio. It will also give the crew the ability to read the comments field to better understand the nature and conditions reported at the scene.

Response - The crew will press the **Enroute** icon in the upper left hand corner to place the unit responding. Fire/EMS units will do this as well as sign on radio as stated in *Standard Countywide Procedures – Fire Apparatus Response*. A window will appear requesting the number of qualified personnel on the apparatus as stated in *Standard Countywide Procedures – Fire Apparatus Response*. Type this number in the box and press ok. This will add your personnel to the total count. During the emergency storm procedures ALL units will utilize this in lieu of transmitting on the radio.

On Location - The crew will press the **Arrive** icon upon their arrival to the incident. The **first** arriving fire unit will also announce their arrival and give a brief report of conditions as stated in *Standard Countywide Procedures – Fire Apparatus Response*. All other units arriving will only use the MDC with no radio transmissions unless given specific orders. EMS units will only use this as a means to document their arrival with no radio transmission. It is essential for the crew to do this consistently to ensure accurate times for the incident. During the emergency storm procedures ALL units will utilize this in lieu of transmitting on the radio.

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Enroute to Hospital – The crew will press the **Enr Hosp** icon when they are transporting to a hospital. A window will appear with a hospital code drop down for the crew to select the destination that they are enroute to. There is also a comment field should there be a need for information such as mileage etc. It is important to note that both the BLS unit and the Medic unit must individually place themselves enroute to the hospital. It is essential for the crew to do this consistently to ensure accurate times for the incident. This will be used by any unit transporting to or traveling to a hospital.

Arriving at Hospital – The crew will press the **Arr Hosp** icon when they arrive at their destination. The window with the hospital code drop down will appear. The destination should be auto filled but can be altered if necessary. There is also a comment field should there be a need for information such as mileage etc. It is important to note that both the BLS unit and the Medic unit must individually place themselves enroute to the hospital. It is essential for the crew to do this consistently to ensure accurate times for the incident.

In Service – The crew will press the **Avail** icon when they have completed an assignment. NOTE: This can only be done if you are not the last unit assigned to the incident. In the case of the last unit a radio transmission will be required for the Communications Center to clear the incident.

There are several other icons available to be used by the crew while operating. The following is an explanation of each:

Icons across the top of the screen

Inc – This is used to retrieve an incident that you have been assigned to. A window will appear with Incident# and Unit# to retrieve the information. Enter either number then press the send icon.

AIQ – Available in quarters

AOQ – Available out of quarters

Units – shows unit status

Big – makes the icons appear bigger

Chat – ability to chat among MDC users

ccMap – not active at this time

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Info – Allows the user to see a chronological order of the incident. This is displayed under the icons across the top of the screen.

Icons across the bottom of the screen

Vehicle – not used at this time

Subject – not used at this time

Comment – The field used by the call taker to describe the information given pertaining to the call. This is only used by the Communications Center.

Narrative – This field is used to enter information that is given or attained at the scene. It can be used by the dispatcher or a field unit to enter all information that is significant to the incident.

Flags – This is used to retrieve information about the incident location. Example of this would be a handicap resident, oxygen usage at residence etc. this will also allow you to access premise history.

Premise History – This is used to access previous incidents at this location. NOTE: this will only show 180 days worth of history anything further back will have to be accessed by the Communications Center.

PrePlan – Information gathered by the local agency to assist with premise hazards.

Add Comment – should only be used by the Communication Center call taking staff

Add Narrative – This field is used to enter information that is given or attained at the scene. It can be used by the dispatcher or a field unit to enter all information that is significant to the incident.

Section: 6

Title: **Radio Tests**
Effective Date: **April 2001**
Revised: **February 2010**

Page: 1 of 1

Camden County will **NOT** schedule regular tone tests of pagers or sirens.

Testing of local encoders for pagers should be limited to maintenance tests **ONLY** and should be cleared with Camden County.

Testing of equipment being serviced may be done as required. Radio maintenance or local personnel should use apparatus number when testing mobiles or a station number when testing portables.

Test transmission will not exceed ten (10) seconds each and will allow at least ten (10) seconds between transmissions to allow routine traffic to commence.

During emergencies, the dispatcher may request all tests to stop.

There shall be no tone tests between 2300 and 0700 hours, unless authorized by the on-duty Shift Supervisor.

Section: 7

Title: Use of Communications Equipment

Effective Date: April 2001

Revised: March 2013

Page: 1 of 1

Before transmitting:

- Determine if talk group is busy.
- Wait for the talk permit tone (chirp) to complete before speaking.
- If you receive a system busy signal (bonk) wait until the system clears before attempting to transmit again.
- Organize your thoughts so as to use the least amount of air time possible

Insure that transmit switch is depressed firmly **BEFORE** speaking and held firmly until finished. You must wait for the chirp to finish before you begin to speak (this makes sure you are connected to the system). Failure to do this will cause an incomplete message.

Try to eliminate transmitting while the vehicle's siren or air horn is being operated.

Insure that the volume controls have been set so that messages can be heard over the engine and siren noise.

Between transmissions, the microphone must be placed on the proper mounting device, and not on the seat, floor, etc. this will avoid accidental keying of the radio. If the red transmit light remains on after releasing the microphone button, this indicates that the button is stuck on (open carrier), or some other malfunction has the transmitter on continuously. If you cannot correct this situation within thirty (30) seconds turn the radio **OFF**, or you will be unable to hear anything.

Any programming of the radio equipment in the Fire and EMS service will be made by a Camden County Communications Center Radio Technician.

Section: 8

Title: Alarm Transmissions

Effective Date: April 2001

Revised: March 2013

Page: 1 of 4

All alarms for Fire and EMS will be transmitted on F-1 and repeated once.

- Home alert tones
- Siren control tones
- Verbal message

All alarms will be dispatched as follows:

- Resource/**Task Force** Number – the number will be preceded by one of the terms found in the section of this manual entitled “**Resource Definitions**”
- Location
- Cross streets (if available)
- Type, as covered in “Assignment Terminology”
- This will be repeated once.

Verbal alarms will be repeated **on the region’s assigned primary talk group unless otherwise designated** if units are returning from an incident.

Priority Messages will be preceded by one (1) three second alert tone. All radio traffic should cease until the emergency is clear.

When a single-company assignment has reached 5 minutes without a fire unit response, the resource will be re-toned and the next due resource will be added to the assignment. When multiple-company assignment does not have a response of a single fire unit at 5 minutes, the entire assignment will be re-toned, and the next due resource will be added. Once a multiple-company assignment has the response of a single fire unit, the assignment is considered answered. In both instances above, if the Duty Officer is responding to an assignment without any fire units responding, the dispatcher will advise the Duty Officer **on the region’s assigned primary talk group unless otherwise designated** that no units have answered, and it will be the discretion of the Duty Officer to order the assignment re-toned.

Section: 8

Title: Alarm Transmissions

Effective Date: April 2001

Revised: **March 2013**

Page: 2 of 4

At times a resource may be on another assignment or out of service mechanically. When this condition exists, the next due resource or similar apparatus (i.e.

ladder, rescue, cascade, etc.) will be automatically dispatched in place of the out of service resource. The OIC or first responding apparatus will be advised of the substitution when they sign on radio **on their region's assigned primary talk group unless otherwise designated**. If there is no pre-planned response plan to indicate which station or unit is to be substituted, the Alarm Room OIC will dispatch the closest available **equivalent** resource.

At the discretion of the Alarm Room Supervisor, within a reasonable amount of time and no responding apparatus or with the request of an Officer the Alarm Room may two tone a recall for the assignment.

The EMS Time Procedures for Basic Life Support Units to **Life Threatening Emergencies** will be:

Duty Crew or All-Call will be dispatched. If no response in five (5) minutes, the BLS unit will be re-toned along with the closest available BLS unit at the Alarm Room's discretion.

The Alarm Room will automatically recall by page a BLS unit within five (5) minutes of their initial dispatch, when another BLS unit responds.

The EMS Time Procedures for BLS units for **Non-Life Threatening Emergencies** will be:

Duty Crew or All-Call will be dispatched. If no response in five (5) minutes, the BLS unit will be re-toned. If still no response after five (5) minutes (total of 10 minutes), a mutual aid BLS unit back up will be dispatched.

The Alarm Room will automatically recall by page a BLS unit within five (5) minutes of their dispatch, when another BLS unit responds or the assignment is recalled.

An available ALS will be added to all Life Threatening emergencies. If no response from that unit in **2** minutes they will be re-toned and backed up with the next available ALS.

Section: 8

Title: Alarm Transmissions

Effective Date: April 2001

Revised: March 2013

Page: 3 of 4

Camden City Fire Department

All Alarms for Camden City Fire Department will be transmitted on the Camden City Alert talk group and North Operations and repeated once.

- Three alert tones will be utilized.
- Unit number(s) announced
- Address of assignment
- Cross streets (if available)
- Type, as covered in “Assignment Terminology”

Cherry Hill Fire Department/EMS

All Alarms for Cherry Hill Fire Department will be transmitted on the Cherry Hill Alert talk group and repeated once.

- Three alert tones will be utilized.
- Unit number(s) announced
- Address of assignment
- Cross streets (if available)
- Type, as covered in “Assignment Terminology”

Camden City EMS/Pennsauken EMS

All Alarms for Camden City EMS/Pennsauken EMS will be transmitted on the North Operations talk group and repeated once.

- Three alert tones will be utilized.
- Unit number announced
- Address of assignment
- Cross streets (if available)
- Type, as covered in “Assignment Terminology”

Section: 8

Title: Alarm Transmissions

Effective Date: April 2001

Revised: March 2013

Page: 4 of 4

Advanced Life Support /ALS

All Alarms for ALS will be transmitted on the F1 frequency (154.430) and repeated once.

- Two pager alert tones will be utilized.
- Unit number announced

- Address of assignment
- Cross streets (if available)
- Type, as covered in “Assignment Terminology”
- Announcement of which region talk group to operate on

Section: 9

Title: Resource Definitions

Effective Date: April 2001

Revised: February 2010

Page: 1 of 3

Station

A physical location in which single resources are kept. May be used as a dispatch term to have all of the resources respond.

Engine

An apparatus with a 750gpm pump or larger with supply and attack hose lines.

Foam Engine

Guidelines as determined by the Camden County Fire Chief's Resource Typing Committee. (see appendix B)

Squad Company

Guidelines as determined by the Camden County Fire Chief's Resource Typing Committee.

Ladder

Fire apparatus with an aerial device of 75' or larger. These types of apparatus may be further specified by the type of aerial device.

Quint

An apparatus with an aerial device (75' or larger) with a 1000 GPM (or larger) pump capable of laying supply line.

Squirt

An engine company apparatus with an elevated waterway of up to 75'.

Rescue Company

Guidelines as determined by the Camden County Fire Chief's Resource Typing Committee.

Tender

An apparatus with a 500 GPM (or larger) pump capable of holding 1500 (or more) gallons of water.

Foam Tender

Guidelines as determined by the Camden County Fire Chief's Resource Typing Committee. (see appendix B)

Section: 9

Title: Resource Definitions

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Brush

An apparatus with a 100 GPM (or larger) pump, 100 gallons of water, hose and nozzles capable of operating off of paved roadways in a wild land and/or interface zone.

Utility

An apparatus that carries various types of fire equipment with the usual exception of hose, water and pumps.

Task Force

A combination of resources used for a specific type of response.

Cascade

An apparatus capable of refilling SCBA cylinders on site.

Air System

An apparatus that has an air compressor on the vehicle capable of filling SCBA cylinders on site.

Foam Support

Guidelines as determined by the Camden County Fire Chief's Resource Typing Committee. (see appendix B)

Haz-Mat

A specialized unit sanctioned by the New Jersey State Police and Camden County Health Department capable of carrying specialized hazardous materials equipment and hazardous materials technicians.

Hose Wagon

An apparatus with extra hose carrying capability with or without a pump.

Fire Boat

A watercraft *with* fire suppression capabilities.

Marine

A watercraft *without* fire suppression capabilities.

SCUBA

A unit capable of deploying underwater divers with personnel and self contained under water breathing apparatus.

Section: 9

Title: Resource Definitions

Effective Date: April 2001

Revised: February 2010

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Rehab

A specialized apparatus capable of preparing and serving refreshments.

Battalion

A duty chief officer that is responsible for an area or all of a municipality or fire district during duty periods. A Battalion with a number is considered a unit that can be filled by different individuals at different times depending on departmental policy. It does not necessarily refer to a single individual in a specific officer position.

BLS

Basic life support – An apparatus that meets the NJDOH standard for providing basic life support functions and transport.

Medic

Advanced life support – An apparatus that meets the NJDOH standard for providing advanced life support functions.

Section: 10

Title: Assignment Terminology - Fire

Effective Date: April 2001

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Dwelling

Any one or two family residence. **Priority 1**

Building

Any structure used exclusively for commercial purposes (i.e. offices, manufacturing plants, warehouses, etc.). **Priority 1**

Apartment

Any structure with three (3) or more residences. May be garden style, high-rise, townhouses, condos, or a sub-divided house. **Priority 1**

Structures

Any outbuilding, shed, workshop, etc. **Priority 1**

Garage

Any one or two car garage not attached to a dwelling or building. **Priority 1**

Hazardous Materials Incident

The release or potential release of a material that could be danger to the health or well being of the area. The material is not involved in the fire at this time, but may be a fire hazard. **Priority 1**

Natural Gas Release

Any call related to the release of natural gas. **Priority 1**

Commercial Aircraft Emergency

Commercial aircraft down with fire, fuel spills and injuries. **Priority 1**

Private Aircraft Emergency

Private aircraft down with fire, fuel spills and injuries. **Priority 1**

Wires on a vehicle

Downed wires on an occupied vehicle. **Priority 1**

EMS Assignment

When fire apparatus is dispatched on 1st responder basis, the terms found in the manual under Assignment Terminology will be used. **Priority 1**

Section: 10

Title: Assignment Terminology- Fire

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Water Rescue/Large bodies of water

Water rescues from lakes, rivers, streams that will require specialized resources such as boats, swimmers, divers. **Priority 1**

Water Rescue/Small bodies of water

Water rescues where boats are not needed. Swimming pools, backyard ponds, etc. **Priority 1**

Occupied Vehicle in Water

An occupied vehicle in any stage of being submerged in water possibly due to storms. **Priority 1**

Rescue Assignment

Any report of a person or persons trapped. **Priority 1**

- Motor vehicle accident, rescue assignment...Entrapment as a result of a motor vehicle accident. (MVA)
- Industrial accident, rescue assignment...Entrapment as a result of an accident occurring in an industrial plant or building.
- Below **grade**, rescue assignment...Entrapment as a result of a cave-in or collapse of an excavation.
- Elevator rescue...Entrapment as a result of a stuck or stalled elevator. Assistance without delay.
- Rescue Assignment...Any rescue assignment not covered in the above categories.
- Structural collapse, rescue assignment...Entrapment as a result of a structural collapse or unknown if any occupants.

Vehicle

Any motorized vehicle (i.e. Automobile, truck, motorcycle, motor home etc). Description will be given to responding units. **Priority 2**

Brush

Any grass or woods fire. **Priority 2**

Section: 10

Title: Assignment Terminology- Fire

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Minor Aircraft Emergency

Private aircraft down without fire, fuel spills or injuries. **Priority 2**

Alarm System

Any fire detection or suppression system, may be water flow, automatic, pull box, smoke detector, tape alarm, automatic dialer, etc. Description will be given to responding units.

Priority 2

Exterior Fumes

Any type of fumes/odor other than natural gas outside of a building. **Priority 2**

Interior Fumes

Any type of fumes/odor other than natural gas inside of a building. **Priority 2**

Motor Vehicle Accident

A reported motor vehicle accident with injuries, into a fixed object or per the Fire department response plan. **Priority 2**

Emergency Assignment

Not a fire, but any emergency not covered by procedures (search). **Priority 2**

Bomb Threat

Actual or possible explosive device. **Priority 2**

Sparking Outlet

Electrical outlet that has sparked or shorted. No evidence of smoke or fire. **Priority 2**

CO Alarm

Carbon Monoxide alarm has activated. **Priority 2**

Propane Grill

Fires involving barbeque grills or other small propane tanks. **Priority 2**

Aircraft / Helicopter Stand-by

Any aircraft or helicopter landing; usually a site other than an airport or landing pad. **Priority 2**

Section: 10

Title: Assignment Terminology- Fire

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Rubbish

Loose trash or trash contained in a dumpster. **Priority 3**

Investigate Alarm System

When the alarm is given to the Communications Center as coming in as “trouble” or the subscriber has called before the dispatch and stated that they have checked the structure and can find no reason for the alarm, the assignment will be held to one (1) company

Priority 3

Investigation

Any incident, not an actual fire, but a situation, which could result in a fire. **Priority 3**

- Appliance, heater, wiring...No apparent fire. Device short-circuited, smoked, breaker keeps tripping, made a funny noise etc.

- Smoke....Any odor of smoke or visible smoke, outside of a structure. Caller is unable to identify source.

Highway Hazard

A small amount of material to be removed from the roadway. **Priority 3**

Cover Assignment

The assignment of apparatus to cover stations committed on an assignment. **Priority 3**

Animal Rescue

Any type of animal rescue. **Priority 3**

Service Assignment

Non-emergency requiring the use of fire department equipment or personnel for climbing, lifting, or removing objects. For non-emergency assignments, it is recommended that all warning devices are not used and units respond at reduced speed.

Priority 4

- Service assignment, assist police...
- Service assignment, assist EMS...
- Service assignment, assist fire marshal...
- Service assignment, public assist...

Section: 10

Title: Assignment Terminology- Fire

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Wires/Transformer Burning

Wires and/or a transformer burning. **Priority 4**

Tree/Limb Down

Trees and/or limbs down with no serious hazards. **Priority 4**

Wires down no fire

Downed wires, no known associated hazard. **Priority 5**

Dewatering

Call for assistance in removing water from a business or residence. **Priority 5**

Inspections

Whenever a run is needed for fire inspectors. **Priority 6**

Special Call

Additional resources are being requested on an assignment. This is not enough to raise the assignment to the next “Alarm Level”.

Additional Assignment

This phrase will be added to the dispatch message when a fire department has apparatus committed to a previous assignment, and the Incident Commander has indicated there is apparatus available to respond to another assignment.

Section: 11

Title: Assignment Terminology – EMS

Effective Date: April 2001

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- | | |
|--------------------------------------|---------------------------|
| 1. Cardiac Arrest | 16. Diabetic Emergency |
| 2. Respiratory Arrest | 17. OPEN |
| 3. Cardiac Emergency | 18. Bleeding |
| 4. Respiratory Emergency | 19. Miscarriage |
| 5. Unconscious Person | 20. Medical Alarm |
| 6. Pedestrian Motor Vehicle Accident | 21. Medical Emergency |
| 7. CVA | 22. Psychiatric Emergency |
| 8. Drowning | 23. Maternity |
| 9. Gunshot Wound | 24. Fractures |
| 10. Stab Wound | 25. Assault Victim |
| 11. Industrial Accident | 26. Abdominal Pain |
| 12. Burn Victim | 27. Fall Victim |
| 13. Seizures | 28. Sick Person |
| 14. Allergic Reaction | 29. Cover Assignment |
| 15. Overdose | 30. Transport |

Hospital Status Terminology

ER Bypass (2 hours)

- The Emergency Room cannot handle any patients.

Total Divert (4 hours)

- The hospital has no admission beds. The Emergency Room is open for “treat and street” only.

Specific Area Divert (4 hours)

- A specific area of the hospital has no admission beds. The Emergency Room is open.

All divers and bypasses will terminate at the end of the specified time period unless renewed by the hospital. The Alarm Room will announce the status and termination time over **all four regions talk groups** when they are received. EMS units will also be advised of this status when enroute to the hospital. It will be the unit's discretion if they wish to continue in.

Section: 12

Title: Resource Identification

Effective Date: April 2001

Revised: March 2013

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Numbering systems for all base, mobile, and portable **talk groups...**

- First digit of a two-digit number indicates Municipality or District
- First digit of a three-digit number indicates Municipality or District
- First two digits of a four-digit number indicates Municipality or District
- First digit of a two-digit number indicates Station Number
- First two digits of a three-digit number indicates Station Number
- First three digits of a four-digit number indicates Station Number
- Station number plus zero (0) indicates Officer in Charge

Numbering systems for apparatus resources will consist of the resource definition as the prefix and the station or district number as the identifier.

Example –

Squad 63	Marine 33	Rehab 13
Ladder 61	HazMat 13	
Engine 45	Foam 11	
Brush 22	Tender 232	
Rescue 84	Quint 66	
Cascade 114	Utility 691	

Numbering system for all Fire Officers on all talk groups...

- District number plus zero one (01) indicates Municipal Chief
- District number plus zero two through zero nine (02-09) indicates Municipal Officers
- District number plus zero-zero (00) indicates Municipal Incident Commander

Section: 12

Title: Resource Identification

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Note: a Municipal Chief or Municipal Officer in charge of two or more stations in that Municipality **ONLY** will use the above numbers. Municipal Officers are considered to out-rank station chiefs and officers in regards to Incident Commander determination.

- Station number plus zero (0) indicates Fire Department Incident Commander
- Station number plus zero-one (01) indicates Station Chief
- Station number plus zero two through zero nine (02 – 09) indicates Station Officers. Duty Officers may respond utilizing Station Officer numbers.

Numbering system for all EMS Officers on all frequencies...

- Station number plus zero one (01) indicates EMS Chief
- Station number plus zero two through zero nine (02 – 09) indicates EMS Officers

Note: If a number is needed, not covered by the numbering system, the Chief of the Communications Center will assign one.

Section: 13**Title: County Cover Assignments****Effective Date: February 2010****Revised: March 2013****Page: 1 of 2****PURPOSE:**

The purpose of this guideline is to provide continuity throughout Camden County's fire service when operating on cover assignments. Setting a base line standard for operations will assist departments, the Camden County Alarm Room and the Camden County Fire Coordinator in the capabilities, deployment, and response to incidents within and outside of Camden County.

Staffing:

- Minimum staffing shall consist of (4) qualified personnel
 - (1) Company Officer/Acting Company Officer
 - NJ State IMS Level I Certified
 - NJ State Firefighter I Certified
 - (1) Driver/Operator
 - Qualified on Respective Apparatus
 - NJ State Firefighter I Certified
 - (2) Firefighters
 - NJ State Firefighter I Certified

- Any member not meeting the above qualifications should not be included in the staffing count.
- No company shall commit to a response without the proper staffing levels.
- If staffing levels are not adequate, the Alarm Room has authority to replace that company with the next due company.

Dispatch Procedures:

- Companies shall be dispatched in accordance with the established cover plan.
- If cover plan is not established, resources shall be dispatched based upon next due resource in accordance with the respective department's response plan.
- Only companies in compliance with County Resource Typing shall be dispatched.
- Cover companies will operate on the assigned talk group designated by the Communications Center.

Section: 13

Title: County Cover Assignments

Effective Date: February 2010

Revised: March 2013

Page: 2 of 2

Regional Taskforce coverage shall be utilized when a jurisdictional area has been depleted of resources. This shall be done at the discretion of the Fire Coordinator and/or Alarm Room Supervisor.

Response Procedures:

- Companies shall announce their relocation and arrival on the assigned talk group designated by the Communications Center.
- Alarm monitoring and cover company dispatch shall be done on the assigned talk group designated by the Communications Center.
- Companies shall follow the REDUCED SPEED requirements when relocating.
- Companies shall maintain their normal radio designation.

Section: 14

Title: Countywide Mobile Number Assignments

Effective Date: April 2001

Revised: March 2013

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A.R.C. 101-199	Red Cross Response Personnel
A.R.C. 1-5	Red Cross Response Vehicles
C-11, C-12, C13	New Jersey Forestry Service
C.E.M.	Camden County Office of Emergency Management
C.E.M. 1	Camden County OEM Coordinator
C.E.M. 2-5	Deputy County OEM Coordinator
C.E.M. 20-29	County Health Department Haz-Mat Personnel
C.F.C 1	Camden County Fire Coordinator
C.F.C. 2-9	Deputy County Fire Coordinator
WC 1-4	Forest Fire Task Force Coordinator (Wild land Interface Group)
TC 1-4	Tender Task Force Coordinator
C.F.M.	County Fire Marshal's Office
C.F.M. 2	Deputy Chief County Fire Marshal
C.F.M. 30	Fire Watch Coordinator
PAU 1-6	Camden County Fire Investigator
EM plus NCIC #	Local Emergency Management Official

EMS 1	Camden County EMS Coordinator
EMS 2-9	Deputy Camden County EMS Coordinator

F.M. & Station #	Local Fire Marshal
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F.P. 1-9	County Fire Photographers
F.P. & Station #	Station Fire Photographers

South Star	Hammonton Airport
North Star	Somerset Airport
Penn Star	University of Pennsylvania Medical Helicopter
Medivac 1	Lehigh Valley Pennsylvania Medical Helicopter
Medivac 2	Hahnemann Hospital Medical Helicopter
Medivac 5	South Jersey Regional Vineland
JeffStat	Kennedy Washington Twp.
AtlantiCare	Millville

Section: 14

Title: Countywide Mobile Number Assignments

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MED 102	Operations Director Camden County Paramedics
MED 100-400	Chief Camden County Paramedics
MED 41-46	Camden County Paramedics
Life Support 1-4	Gloucester County Paramedics
MED 31-36	Burlington County Paramedics
MED 1-12	Atlantic County Paramedics

OEM1	OEM Mobile Command Vehicle
OEM3	OEM Bus
OEM #	OEM owned and operated vehicle

Rehab1	Camden County Volunteer Fireman's Canteen
Rehab2	Lower Camden County Fireman's Canteen

5100-5199	Camden County Fire Chief's & Fire Officer's Association (ISAT)
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5700	Camden County Fire Police
5701	Chief Camden County Fire Police
5702-5709	Camden County Fire Police Officers
5711 – 5750	Camden County Fire Police Members
571 – 576	Camden County Fire Police Vehicles

Section: 15**Title: Communications Numbering System****Effective Date: April 2001****Revised: March 2013****Page: 1 of 1**

Car 100	Camden County Director of Public Safety
4401	Chief of Communications
4402	Communications Administration Officer
4403	Communications Operations Officer
4404	Communications Operations Officer
4405	Communications Operations Officer
4406	Communications Operations Officer
4407-4420	Operations Supervisors
44101 through 44500	Communications Center Staff
44-T1 through 44-T3	Camden County Technical Services
Field Comm 1 & 2	Mobile Communications Vehicles
4496, 4497, 4498, 4499	Field Comm Duty Officer vehicle

Fire/EMS Operations Telephone Numbers

The main number to the Alarm Room is (856) 783-4808. This number is to be used for run times, questions, etc. To access the appropriate console or dispatcher, please dial the following extension:

6200 Shift Lieutenant

6201 F-1 Dispatch Console

6202 East Talk Group Console

6203 South Talk Group Console

6204 West Talk Group Console

6205 North Talk Group Console

Appendix A

301 - Resource Typing Overview

INTRODUCTION:

The Resource Identification Committee was formed on March 13, 2008 under the auspices of the Camden County Fire Chief's and Fire Officer's Association. The committee was given the task of recommending minimum requirements for the designation of apparatus resources within Camden County. It was found that the current policy that was in effect was vague and did not provide a detailed guide for departments to utilize when establishing apparatus designations. The committee met numerous times and did extensive research to develop a minimum guideline for departments to use when designating apparatus. We believe that by developing these guidelines will raise the efficiency level of the Camden County fire service.

PURPOSE:

The purpose of this guideline is to provide continuity throughout Camden County's fire service when referring to different types of apparatus. By setting a base line standard for training and equipment to be carried on apparatus will assist departments, the Camden County Alarm Room and the Camden County Fire Coordinator in the capabilities, deployment, and response to incidents within and outside of Camden County.

Compliance:

All companies that wish to obtain a certain resource designation for their respective apparatus shall have to comply to the set parameters per each resource as outlined by the Camden County Fire Chief's and Fire Officer's Association.

The following procedures shall be adhered to when submitting resource designation requests:

1. Department Chief shall submit the following documents to the Camden County Fire Coordinator:
 - a. Completed Resource Typing Check List
 - b. Full Apparatus Inventory
2. The documents shall be reviewed by the County Fire Coordinator and the Resource Typing Committee, who will then make the recommendations of approval to the Executive Board.
3. Once the review process is complete, the documents shall be forwarded to the Camden County Communications Center for implementation.

The resource committee has the ability to request an on-site inspection of any apparatus that has been submitted for a resource classification.

Recommendations will be made by the Resource Typing Committee to departments to achieve the desired resource designation.

Training Recommendations:

We would like to see that the departments have the majority of their members receive training on the equipment that is carried and the various techniques associated with the resources associated within their department. We believe that this should be ongoing and can either be done through in house instructors or obtained through various classes offered at the Camden County Fire Academy or other training institution.

Institution of these Guidelines:

The committee recommends that this guideline become policy throughout the County. Members from this committee would be available to all departments currently with squads or wishing to become a squad company to meet and assist in implementing all of these recommendations. We, the committee, would recommend that there would be a determined period of time for all departments to conform to these recommendations. Furthermore, we believe, for this program to be successful that there be some type of ongoing assessment to ensure that all departments be evaluated to ensure that the proper specifications are being met and maintained.

304 - Squad Company

GOAL:

The goal of the committee is to establish base line criteria for departments to use when designating an apparatus as a squad company. The committee's vision is not to eliminate departments from having squad companies, but to bring all the departments up to a standard of minimum equipment and training to be able to handle the wide range of incidents that a squad company may be called upon to respond.

CAPABILITIES:

Below is a recommended list of the capabilities that a squad company should possess.

Engine Company Operations

- Minimum of 1,000 gpm pump
- Minimum of 500 gallon capacity tank
- Provide a water supply with large diameter hose (4" or greater)
- Initiate and sustain a structural fire attack
- Initial foam suppression
- Master stream operations

Ladder Company Operations

- Forcible Entry
- Horizontal/Mechanical/Vertical Ventilation
- Search and Rescue
- Large Area Search
- Portable Ladder Operations
- Salvage and Overhaul

Vehicle Extrication

- Stabilization for an Upright/Overtured/Side Resting Vehicles
- Extrication Techniques
- Lifting

Rapid Intervention

- Search
- Establish of Air Supply

Hazardous Materials

- Operations Level
- Air Monitoring
- Containment/Confinement

Specialized Rescue

- Elevator
- Basic Rope

Emergency Medical Service

- Basic Life Support or First Responder

EQUIPMENT:

Below is a minimum list of recommended equipment that a squad company should possess on the apparatus:

Engine Company

- Large Diameter Hose 4" or greater
- Compliment of Attack Hose Lines
- Foam Equipment
 - Foam Nozzle
 - Foam Eductor
 - 10 gallons of Universal Gold
- Master Stream Device
 - Fixed and/or Portable

Ladder Company

- Thermal Imaging Camera
- Set of Irons
- Hydraulic Forcible Entry Tool
 - Hydra Ram and/or Rabbit Tool
- Bolt Cutters
- Pry Bar
- Sledge Hammer
- Rotary Saw

- Carbide, Metal, and Concrete/Masonry Blades
- Straight Blade Chain Saw
- Mechanical Fan
 - Gas or Electric
- Hooks - Any Type
 - 3', 6' and 10'
- Large Area Search Bag- Min. of 200'
- Ladders
 - 10' Attic or Collapsible
 - 14' Roof
 - 24' Extension
- Assortment of Salvage Covers
- Tool Box with Assorted Tools

Vehicle Extrication

- Stabilization Cribbing
 - (4) Step chocks or Equivalent
 - Assortment of Wedges
 - 4x4 or 4x6 Cribbing
 - (2) Ratchet Straps - 10,000 lbs. Min.
 - Tension Buttress Stabilization Abilities
 - Struts, Z-Mag's or Equivalent
- Hydraulic Tools
 - Min. 1 Combination or Spreader
 - Min. 1 Cutter
- Lifting Capabilities (Minimum of One Below)
 - Hi-Pressure Airbag System
 - (2) 20 Ton Bottle Jacks
 - (1) 3 1/4 Floor Jack
- (2) Reciprocating Saws (Minimum of One Electric Powered)
 - Wood and Metal Blades

Rapid Intervention

- RIT Bag w/ Emergency Air Supply
- 100' Minimum RIT Search Line

Hazardous Materials

- Multi-Gas Meter (Minimum of 3 Gases)
- Combustible Gas Meter
- Plug and Patch Kit
- Spill Pads
- (2) 5 Gallon Pails of Oil Dry

Specialized Rescue

- Assorted Elevator Keys
- Lock-Out/Tag-Out Kit

- Stokes Basket
- (2) 200' 1/2" Life Safety Rope
- Basic Rope Rigging Compliment
- (1) 50' Water Rescue Throw Bag

Emergency Medical

- EMS Bag with Supplies
- Oxygen
- AED
- Long Board w/ Immobilization
- Compliment of Cervical Collars

Miscellaneous Equipment

- (5) Cones or similar warning markers
- Reflective Traffic Safety Vests - 1 per seat
- Flares or other illuminated warning markers

RECOMMENDATIONS

This committee has discussed various ways to implement this guideline and adopt our recommendations. As a committee we have come up with various ideas that we would like to present to the Association.

Training:

We would like to see that the departments with squad companies have the majority of their members receive training on the equipment that is carried and the various techniques associated with them. We believe that this should be ongoing and can either be done through in house instructors or obtained through various classes offered at the Camden County Fire Academy or other training institutions. Following are a list of recommended courses for Squad Company Personnel.

- Pump Operations
- Truck Company Operations
- Air Monitoring
- Vehicle Extrication I
- Vehicle Extrication II
- Hazmat Operations
- CPR/AED
- Rapid Intervention - Awareness
- Rapid Intervention - Operations
- Basic Rope Rescue

307 - Rescue Company

INTRODUCTION:

GOAL:

The goal of the committee is to establish base line criteria for departments to use when designating an apparatus as a Rescue Company. The committee's vision is not to eliminate departments from having Rescue companies, but to bring all the departments up to a standard of minimum equipment and training to be able to handle the wide range of incidents that a Rescue company may be called upon to respond.

CAPABILITIES:

Below is a recommended list of the capabilities that a Rescue Company should possess.

Ladder Company Operations

- Forcible Entry
- Horizontal/Mechanical/Vertical Ventilation
- Search and Rescue
- Large Area Search
- Portable Ladder Operations
- Salvage and Overhaul

Vehicle Extrication

- Stabilization for an Upright/Overturned/Side Resting Vehicles
- Enhanced Vehicle Extrication Techniques
- Multiple Vehicle Operations
- Lifting
- Heavy Vehicle Operations

Rapid Intervention

- Search

- Establishment of Air Supply

Hazardous Materials

- Operations Level
- Air Monitoring
- Containment/Confinement

Specialized Rescue

- Elevator
- Enhanced Rope
- Light Breaching & Breaking
- Cutting & Burning

Specialized Rescue - Continued

- Water/Ice Rescue
- Shoring
- Medium Rigging

Emergency Medical Service

- Basic Life Support or First Responder

EQUIPMENT:

Below is a minimum list of recommended equipment that a Rescue company should possess on the apparatus:

Ladder Company

- Thermal Imaging Camera
- Set of Irons
- Hydraulic Forcible Entry Tool
 - Hydra Ram and/or Rabbit Tool
- Bolt Cutters
- Pry Bar
- Sledge Hammer
- Rotary Saw
 - Carbide, Metal, and Concrete/Masonry Blades
- Straight Blade Chain Saw
- Mechanical Fan
 - Gas or Electric
- Hooks - Any Type
 - 3', 6' and 10'
- Large Area Search Bag- Min. of 200'
- Ladders
 - 10' Attic or Collapsible
 - 14' Roof
 - 24' Extension
- Assortment of Salvage Covers

- (1) Submersible Dewatering Pump
 - (2) 50' 1 3/4" Hose
- Tool Box with Assorted Tools
- (2) Utility Rope (Min. 1/2", 100')
- Fire Extinguishers
 - (1) Pressurized Water Can
 - (1) Dry Chemical Extinguisher
 - (1) Carbon Dioxide

Vehicle Extrication

- Stabilization Cribbing
 - (4) Step chocks or Equivalent
 - (4) Sets of Wedges (4x4 or 6x6)
 - (24) 4x4 or 4x6 Cribbing
 - (12) 6x6 Cribbing (Minimum Length of 18", 24" Preferred)
- Stabilization Cribbing: Continued
 - (4) Ratchet Straps - 10,000 lbs. Min.
 - Tension Buttress Stabilization Abilities
 - Struts, Z-Mag's or Equivalent
 - Chain Come-Along (Min. Rating of 2-Ton)
- Hydraulic Tools
 - Min. of (2) Spreaders/Combination Tool (At least one capable of 32" Spread)
 - Min. of (2) Cutters (At least one capable of cutting hardened steel)
 - Min. of (3) Rams (Min. sizes of 20", 40" and 60")
 - Fixed Hydraulic Pump (At least of dual capabilities)
 - Portable Hydraulic Pump
- Lifting Capabilities
 - Hi-Pressure Airbag System (Min. capabilities of 32 ton)
 - (2) 20 Ton Bottle Jacks
 - (2) 12 Ton Bottle Jacks
 - (1) 3 1/4 Floor Jack
 - (2) High Lift Jacks
 - (2) Steel Pinch Bars (Min. of 6' in Length)
- (2) Reciprocating Saws (Minimum of Two Electric Powered)
 - Wood and Metal Blades
- Air Operated Tools
 - (1) Heavy Duty Air Chisel w/ Assorted Bits (Min. of 250 psi)
 - (1) 1/2" Impact Gun w/ Assorted Metric & Standard Sockets
 - (1) Whizzer Saw w/ Blades
- (1) Motor Vehicle Lock-Out Kit

Rapid Intervention

- RIT Bag w/ Emergency Air Supply

- 100' Minimum RIT Search Rope

Hazardous Materials

- Multi-Gas Meter (Minimum of 3 Gases)
- Combustible Gas Meter
- Assorted Conical & Flat Wedges
- Spill Pads
- Booms (Min. of 10')
- CPC Suits (1 Per Riding Position)
- (2) 5 Gallon Pales of Oil Dry
- Assorted Golf Tees
- Pig Puddy
- Duct Tape
- Oakum
- 24" Round Drip Pan
- Assorted gasket/screw assemblies
- Rubber Gasket Material
- Needle Nose Vise Grips
- Flat (Pancake) Vise Grips

Specialized Rescue

- Elevator
 - Assorted Elevator Keys
 - Elevator Poling Kit
 - Lock-Out/Tag-Out Kit
- Enhanced Rope
 - Stokes Basket w/ Stokes Bridle
 - SKED Device
 - 1/2" Life Safety Rope
 - (2) 200' Bags
 - (2) 300' Bags
 - Pre-Rigged Mechanical Advantage System (Min. of 200')
 - (1) Edge Protection Kit
 - Enhanced Rope Rigging Compliment
 - (4) Anchor Straps (Assorted Sizes or Adjustable)
 - (1) Pick-Off Strap
 - (15) Carabineers (Steel and/or Rescue Rated)

- (2) Screw Link Delta
- (2) Double Pulleys (Min. of 2")
- (3) Single Pulleys (Min. of 2")
- (1) Rigging Plate
- (1) Rescue Rack w/ Tie Off Bar
- (1) Rescue 8
- (2) Gibbs Ascenders (Min. of 1/2")
- (3) Sets of 8mm Prussik Cords (Tandem System)
- 1" Tubular Webbing
 - (1) 40'

Specialized Rescue cont.

- (2) 20'
 - (2) 12'
 - (2) Load Releasing Hitches
 - (1) Victim Harness
 - (4) Class 3 Rescuer Harnesses
 - (4) Rescue Technician Helmets
- Light Breaching & Breaking
 - (1) 1 1/2" Electric Combination Rotary Hammer
 - Assorted Rotary Hammer Bits (Drill & Chipping)
 - (2) 10 lbs Mauls
- Cutting & Burning
 - (2) Types of Torches
 - Oxy-Acetylene/Mapp/Petrogen
 - Exothermic
 - (1) Spare Oxygen Cylinder
 - Burning Accessories
 - (2) Goggles (Min. of Shade 5)
 - (2) Strikers
 - (2) Pairs of Welding Gloves
 - Spare Torch Tips
 - Tip Cleaners
 - Wrenches
 - Spare Flash Back Arrestors
- Cutting & Burning: Continued
 - Welding Blanket
 - (1) Angle Grinder (Min. of 4 1/2")
 - (10) Grinding Wheels
 - (10) Cutting Wheels
- Water/Ice Rescue
 - (4) Personal Floatation Devices (PFD's)
 - (2) Water Rescue Throw Bags (Min. of 50')
 - (4) Dry Suits
 - (4) Water Ropes (Min. of 200' each)
 - (4) Sets of Ice Picks
 - (2) Victim Slings

- Medium Rigging
 - (1) Mounted and/or Portable Winch (Min. of 9,000 lbs)
 - Chain Compliment (Min. of 3/8", Grade 7)
 - (2) 10'
 - (2) 15'
 - (2) Chain Shortners
 - (2) Chain Clusters
 - (4) 3/4" x 5" Shackles
 - Rigging Slings (Round or Flat)
 - (2) 6'

Specialized Rescue cont.

- (2) 10'
- (2) 15'
- (8) Steel Pickets (Min. of 1" diameter, 4' Length)

Emergency Medical

- EMS Bag with Supplies
- Oxygen
- AED
- Long Board w/ Immobilization
- Compliment of Cervical Collars

Miscellaneous Equipment

- (5) Cones or similar warning markers
- Reflective Traffic Safety Vests - 1 per seat
- Flares or other illuminated warning markers

RECOMMENDATIONS

This committee has discussed various ways to implement this guideline and adopt our recommendations. As a committee we have come up with various ideas that we would like to present to the Association.

Training:

This committee would like to see that the departments with Rescue companies have the majority of their members receive training on the equipment that is carried and the various techniques associated with them. The committee believes that this should be ongoing and can either be done through in-house instructors or obtained through various classes offered at the Camden County Fire Academy or any other qualified training institution. Following are a list of recommended courses for Rescue Company Personnel

- Ladder Company Operations
- Air Monitoring
- Vehicle Extrication
 - Basic & Advanced
 - Heavy Vehicle

- Hazardous Materials
 - Awareness
 - Operations
- CPR/AED
- Rapid Intervention Crew
 - Awareness
 - Operations
 - Advanced
- Basic Rope Rescue
- Water/Ice Rescue
 - Awareness
 - Operations
- Elevator Emergencies
- Cutting & Burning
- Structural Collapse
 - Awareness
- Trench Rescue
 - Awareness

325 – Foam Engine

GOAL:

The goal of the committee is to establish base line criteria for the Camden County Foam Task Force to utilize when designating resources for county foam responses. The committee's vision along with the Foam Task Force Leaders is to bring the departments up to a standard of minimum equipment and training to be able to handle the wide range of incidents that our foam resources may be called upon to respond. The radio designation shall be "Foam" followed by the respective company number (i.e. Foam 13).

CAPABILITIES:

Below is a recommended list of the capabilities that a Foam Engine should possess.

Engine Company Operations

- Minimum of 1,000 gpm pump
- Minimum of 500 gallon capacity tank
- Provide a water supply with large diameter hose (4" or greater)
- Initiate and sustain a structural fire attack
- Master stream operations

Foam Operations

- Minimum of 100 gallon capacity foam tank w/ Universal Gold 1-3% foam
- Ability to initiate and sustain foam suppression operations

EQUIPMENT:

Below is a minimum list of recommended equipment that a Foam Engine should possess on the apparatus:

Engine Company

- Large Diameter Hose 4" or greater
- Compliment of Attack Hose Lines
- Master Stream Device
 - Fixed and/or Portable

Foam Operations

- Foam Nozzle
 - (2) JS-10 Nozzles
 - (2) National Gladiator Tri-Flow 500-1000 Self Educting Nozzles,
- Portable 500 gpm Deck Monitor
- (2) 95 gpm Eductors, Feecon or Williams Portable ATP Proportioner
- Additional Foam Equipment Needed
 - TFT Low & Medium Expansion Clip Aerators
 - 20 or 30 lbs Dry Chemical Extinguishers

Miscellaneous Equipment

- (5) Cones or similar warning markers
- Reflective Traffic Safety Vests - 1 per seat
- Flares or other illuminated warning markers

RECOMMENDATIONS

This committee has discussed various ways to implement this guideline and adopt our recommendations. As a committee we have come up with various ideas that we would like to present to the Association.

Training:

We would like to see that the departments that are involved with the Camden County Foam Task Force have the majority of their members receive training on the equipment that is carried and the various techniques associated with them. We believe that this should be ongoing and can either be done through in house instructors or obtained through various classes offered at the Camden County Fire Academy or other training institutions. Following are a list of recommended courses for Foam Engine personnel.

- Camden County Foam 101
- Pump Operations

326 – Foam Tender

GOAL:

The goal of the committee is to establish base line criteria for the Camden County Foam Task Force to utilize when designating resources for county foam responses. The committee's vision along with the Foam Task Force Leaders is to bring the departments up to a standard of minimum equipment and training to be able to handle the wide range of incidents that our foam resources may be called upon to respond. The radio designation shall be "Foam Tender" followed by the respective company number (i.e. Foam Tender 1).

CAPABILITIES:

Below is a recommended list of the capabilities that a Foam Tender should possess.

Foam Operations

- Minimum of 750 gallon capacity foam tank w/ Universal Gold 1-3% foam
- Ability to supply both foam concentrate and solution for foam suppression operations

EQUIPMENT:

Below is a minimum list of recommended equipment that a Foam Tender should possess on the apparatus:

Foam Operations

- Foam Nozzle
 - (2) JS-10 Nozzles
 - (2) National Gladiator Tri-Flow 500-1000 Self Educting Nozzles,
- Portable 500 gpm Deck Monitor
- (2) 95 gpm Eductors, Feecon or Williams Portable ATP Proportioner
- Additional Foam Equipment Needed
 - TFT Low & Medium Expansion Clip Aerators
 - 20 or 30 lbs Dry Chemical Extinguishers

Miscellaneous Equipment

- (5) Cones or similar warning markers
- Reflective Traffic Safety Vests - 1 per seat
- Flares or other illuminated warning markers

RECOMMENDATIONS

This committee has discussed various ways to implement this guideline and adopt our recommendations. As a committee we have come up with various ideas that we would like to present to the Association.

Training:

We would like to see that the departments that are involved with the Camden County Foam Task Force have the majority of their members receive training on the equipment that is carried and the various techniques associated with them. We believe that this should be ongoing and can either be done through in house instructors or obtained through various classes offered at the Camden County Fire Academy or other training institutions. Following are a list of recommended courses for Foam Tender personnel.

- Camden County Foam 101
- Pump Operations

327 – Foam Support

GOAL:

The goal of the committee is to establish base line criteria for the Camden County Foam Task Force to utilize when designating resources for county foam responses. The committee's vision along with the Foam Task Force Leaders is to bring the departments up to a standard of minimum equipment and training to be able to handle the wide range of incidents that our foam resources may be called upon to respond. The radio designation shall be “Foam Support” followed by the respective company number (i.e. Foam Support 3).

CAPABILITIES:

Below is a recommended list of the capabilities that a Foam Support Unit could possess.

Foam Operations

- Supply of Foam Concentrate
- Foam Master Stream Device
- Assortment of various foam operations equipment

EQUIPMENT:

The Foam Support shall possess any equipment that may be relevant to the capabilities or services that may be carried upon the company. Carry a minimum of 275 gallons of Universal Gold AR-AFFF.

RECOMMENDATIONS

This committee has discussed various ways to implement this guideline and adopt our recommendations. As a committee we have come up with various ideas that we would like to present to the Association.

Training:

We would like to see that the departments that are involved with the Camden County Foam Task Force have the majority of their members receive training on the equipment that is carried and the various techniques associated with them. We believe that this

should be ongoing and can either be done through in house instructors or obtained through various classes offered at the Camden County Fire Academy or other training institutions. Following are a list of recommended courses for Foam Support Unit personnel.

Camden County Foam 101

313 – Utility Company

INTRODUCTION:

GOAL:

The goal of the committee is to establish base line criteria for departments to use when designating an apparatus as a Utility Company. The committee's vision is to utilize this type of resource as a special service unit that can be utilized for various capabilities. The Utility Company will still be able to handle specific incidents within their respective locals as equipped, as well as requested on predetermined mutual aid agreements.

CAPABILITIES:

Below is a list of the possible capabilities that a Utility Company may possess.

Salvage Operations

- Carries an assortment of Tarps, Pumps, Mops/Squeegees, Wet/Dry Vacuum's,

Vehicle Extrication

- Assortment of Hydraulic Extrication Tools, Stabilization Equipment

Specialized Rescue

- Water, Ice, Confined-Space, Rope, etc.

Emergency Medical Service

- First Responder, Mass Casualty, Rehab

Lighting Operations

- Portable and Fixed Lighting, Generators

Cascade Services

- Ability to fill multiple SCBA Cylinders to 4500 and 2215 psi

Utility Companies shall be dispatched with their respective numerical designation and shall contain the assignment being requested for. (i.e. Utility 25-8, Route 73 & Factory Rd, Lighting Assignment)

EQUIPMENT:

The Utility Company shall possess any equipment that may be relevant to the capabilities or services that may be carried upon the company.

RECOMMENDATIONS

Training:

This committee would like to see that the departments with Utility Companies have the majority of their members receive training on the equipment that is carried and the various techniques associated with them. The committee believes that this should be ongoing and can either be done through in-house instructors or obtained through various classes offered at the Camden County Fire Academy or any other qualified training institution.

Appendix B

Forms

The following pages are general forms used by the Communications Center.

Charles J. DePalma Complex,
2311 Egg Harbor Road
Lindenwold, NJ 08021-1428
(856) 783-4808
Fax: (856) 346-9575

**Department of Public Safety
and Juvenile Justice**

Scott McCray
Freeholder Liaison

Robin Blaker
Director of Department of Public
Safety and Juvenile Justice

James Jankowski
Chief of Communications



www.camdencounty.com

ISSUE FORM

REQUESTOR _____ DATE OF REQUEST _____

COMM. CENTER CONTACT _____ DEPT / STATION _____

IF ISSUE CONCERNS SPECIFIC INCIDENT, GIVE DATE, TIME, AND RUN NUMBERS

DATE _____ TIME _____ RUN # _____

CHECK TYPE OF ISSUE

_____ TAPE REQUEST	_____ REPORT REQUEST
_____ NEW RESPONSE BOX	_____ TECHNICAL MATTERS
_____ CHANGE TO RESPONSE BOX	_____ INVENTORY UPDATES
_____ DISPATCH DISCREPANCY	_____ PERSONNEL
_____ EQUIPMENT FAILURE	_____ OTHER

ISSUE _____

ORIGINAL CONTACT, DATE RECEIVED & ACTION : _____

Scott McCray
Freeholder Liaison



Director of Department of Public
Safety and Juvenile Justice

DATE		TIME	TRACKING #	
			www.camdencounty.com	
REQUESTER		STATION/SQUAD		
APPARATUS/SQUAD OUT OF SERVICE				
SPECIAL RESPONSE				
FIRE OFFICER		EMS OFFICER		
SIGNATURE		SIGNATURE		

EFFECTIVE		TO	
RECEIVED BY		TIME	
CANCELLED BY		DATE	TIME
*** NOTE: This form is to be used ANYTIME a special response is requested. A special response is any response not already pre set by the department. It MUST be filled out completely and faxed or mailed to the Alarm Room prior to the implementation of the special response. Verbal requests will not be honored. The requesting Officer MUST sign the form along with their Officer number. Joint Fire and EMS responses require BOTH signatures. Unless otherwise noted all special responses			

Charles J. DePalma Complex,
2311 Egg Harbor Road
Lindenwold, NJ 08021-1428
(856) 783-4808
Fax: (856) 346-9575

~~Department of Public Safety
and Juvenile Justice~~

~~Scott McCray
Freeholder Liaison~~

Robin Blaker
Director of Department of Public
Safety and Juvenile Justice

James Jankowski
Chief of Communications Center

WILL EXPIRE AFTER 72 HOURS. All weather related special responses (ex snow, storm, etc) will extended another request	response needs to be



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RECORDING REQUEST

Requester: _____ **Rank** _____

Agency: _____ **Phone** _____

**REQUEST REQUIRES A LETTER FROM THE CHIEF BEFORE IT CAN BE
PROCESSED UNLESS REQUEST IS FROM DEPT,
CHIEF'S EMAIL ADDRESS REQUIRED**

Date Of Incident: _____ **Incident #:** _____

Time Of Incident: _____ **Extension #:** _____

Telecommunicator / Dispatcher _____

Nature Of Incident: _____

☐ Police ☒ **Fire** ☐ EMS ☐ Compliant ☐ Investigation

Location Of Incident: _____

Callers phone number if possible: _____

Information Needed: _____

Date Request Received: _____

Supervisor Receiving Request: _____

Time Involved Making Recording: _____

Date Completed _____

Officer Making Recording: _____

Note _____ **Recording will be made on CD unless otherwise requested** _____

LETTER RECEIVED: Y N

Charles J. DePalma Complex,
2311 Egg Harbor Road
Lindenwold, NJ 08021-1428
(856) 783-4808
Fax: (856) 346-9575

*Department of Public Safety
and Juvenile Justice*

Released To:

E-Maile

Date _____

Print:

Signatu



Date _____

Scott McCray
Freeholder Liaison

Robin Blaker
Director of Department of Public
Safety and Juvenile Justice

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www.camdencounty.com

James Jankowski
Chief of Communications Center

RADIO MESSAGE FOR DEATH ANNOUNCEMENT

It is with deep regret that the Camden County Communications Center
announces

the passing of:

who served with:

All of our sympathy is extended to the family and departments that he so faithfully
served for:

A viewing will be held:

Date	
Time	
Place	
And again on:	
Date	
Time	
Place	
A Mass of Christian burial will be held:	
Time	
Place	
Interment will follow at:	
SPECIAL ANNOUNCEMENTS:	

Appendix C

Glossary of Terms

Analog Signal – An RF signal that has a continuous nature rather than a pulsed or discrete nature.

Channel – A communications path that includes a group of characteristics such as transmit/receive frequencies, radio parameters, and encryption encoding and/or talk group parameters

Control Channel – In a trunked repeater system, one of the channels that is used to provide continuous two way data communications between the system central controller and all radios on the system. This channel is not available for voice communications.

Conventional Repeater – A repeater that operates on fixed frequencies. (not via a computer controlled trunk system)

Digital signal – An RF signal that has a pulsed, or discrete, or digital nature rather than a continuous nature

Emergency Alarm – An alarm that is transmitted when the emergency button has been pressed on a radio. The user must manually reset the radio in order to clear the alarm.

Fire ground – A voice radio channel that will be used for all on-scene communications. These channels are operated in analog mode and are effective for reliable short-range radio to radio communications. These are also known as “talk-around”, “simplex”, or “direct” channels. These channels are NOT supported by the trunked repeater system.

Gateway – An electronic circuit that provides a permanent communications path between two or more radio frequencies, talk groups, or combinations of both.

Hang up – To disconnect

MDC – Mobile Data Computer

Operations Channel – A voice radio channel supported by the trunked repeater system, utilized for primary response communications. This is also known as the “Primary Talk Group”.

Out Of Range Tone – A continuous tone heard from the radio when that radio cannot access the trunked repeater system.

Primary Talk Group – The primary operations channel on the trunked repeater system, designed for a specific region.

PTT – Push to talk . The transmit button on a radio or microphone.

PTT ID – The unique numerical radio unit identifier assigned to each radio on the trunked repeater system. The PTT ID also functions on the fire ground channels.

Region – A geographical area of departments in Camden County that has be grouped together to create a talk group.

RF – Radio Frequency The part of the general frequency spectrum between the audio and infrared light regions.

System Busy Tone – A stuttered tone heard when attempting to transmit at the same time that another radio is transmitting on the same talk group. This tone could also indicate that all channels on the trunked repeater system are busy at the moment. This is also known as a “bonk”

TAC channel – A voice communications channel supported by the trunked repeater system used for secondary or overflow operations.

Talk-Around – A voice radio channel that bypasses the trunked repeater system and provides direct communications between radios. This is utilized for short range on-scene communications. (fire ground)

Talk Group – A voice radio channel on the trunked repeater system that is shared by a specific group of radio users.

Talk Permit Tone – This is a series of three fast beeps heard after pressing the PTT button to indicate successful access of the trunked repeater system. Following the beeps the transmit button is to remain pressed as the operator proceeds with the message. This is also known as a “chirp”

Trunking – This is a system of multiple repeaters that are computer controlled to provide constant communications paths between a large number of users.