

# ***Snohomish County Fire Chiefs Association***

## **RECOMMENDED GUIDE LINE DOCUMENT 20-05-07**

### **COMMUNICATIONS – SENDING - RECEIVING RADIO MESSAGES**

#### **1.0 PURPOSE:**

- 1.1 To establish a common standard in the sending and receiving of radio messages that provides a high level of probability the correct message is sent, received and understood.

#### **2.0 AGENCIES AND PERSONNEL AFFECTED**

- 2.1 All agencies communicating on designated fire radio communication channels.

#### **3.0 REFERENCES**

- 3.1 NFA Communications model

#### **4.0 RATIONALE**

- 4.1 If a message is important enough to send, it is even more important to know that it was received and understood. If there is any confusion or misunderstanding, the sender has the opportunity to correct the message.
- 4.2 Radio traffic is reduced because the proper message is sent, received and confirmed in this process.

#### **5.0 MESSAGE PROCEDURE**

- 5.1 After formulation of the message, the initiator (sender) of a message should first obtain the attention of the unit they are attempting to contact. This is accomplished by first transmitting the calling unit or identifier on the radio followed by whom is calling.

“Engine 1 from 45<sup>th</sup> Command”

- 5.2 The receiver of the call then repeats to whom they are answering followed by their radio identifier.

“45<sup>th</sup> command, Engine 1”

**5.3** The (Sender) then transmits the message (request or directive).

“Engine 1 perform vertical ventilation”

**5.4** The (Receiver) then repeats the message as he/she received it. Being precise and to the point as possible.

“Engine 1’s crew is to perform vertical ventilation”

**5.5** (Sender) then transmits acknowledgement of directive by stating affirmative or if the message was not received correctly he/she shall reply negative and send corrective information.

“Affirmative Engine 1”

## **6.0** **CLARIFICATIONS**

**6.1** Radio traffic is reduced because the proper message is sent, received and confirmed in this process. It eliminates the repeating of unclear orders or corrections to orders that were miss-understood.

**6.2** The acknowledgement as stated in 5.5 should be used in all incidents where formal incident command has been established. The use of this step is optional in the routine transmissions between the dispatch center and field units.