

## Radio Room Policy

### Purpose

This policy shall establish guidelines for the operation of the station radios and operations of the radio room.

1. Radio Operator – person responsible for the operation of the base radio; communications between emergency scene and base; outside agencies. The radio operator is to coordinate the needs of the incident and the resources of the fire station.
  - A. First person arriving at the station after the appropriate apparatus have been placed enroute.
    1. Contact HIAWATHA COMMAND via the base radio on County Fire Frequency (F1) and advise “Base is covered”.
      - a. Base is Covered – term that signifies that there is only 1-2 persons at the station and not enough manpower to place another apparatus enroute. See Policy- Apparatus Manning Procedure
    2. Upon arrival of appropriate staff contact HIAWATHA COMMAND and advise “Base is Manned”
      - a. Base is Manned – term that signifies that there is appropriate staffing at the station to place another apparatus enroute. See Policy – Apparatus Manning Procedure.
  - B. Await further orders from HIAWATHA COMMAND.
- NOTE: When using the radio be brief, be calm, be professional.
2. In the event of an EMS call within Area Ambulance response district, the radio operator is responsible for calling Area Ambulance on the telephone and asking what ambulance unit is enroute. Then relaying this information to HIAWATHA COMMAND or S-289 should command not be established.

Example: “HIAWATHA COMMAND from BASE, Adam 41 is your responding unit.”
3. Run Report – the radio operator is responsible for the initial run report. These reports are located on the Radio Desk. The radio operator shall contact Linn County Dispatch (398-3511) and request the initial dispatch time, enroute time, on scene time and any other pertinent information.
4. The radio operator, an assistant radio operator and the highest-ranking member of the department at the station or his/her designee shall be the only persons in the radio room during a call.

**NOTE:** The officer or senior firefighter shall be responsible for making truck assignments as needed