

**CCEMS
COMMUNICATIONS POLICY 200-01
RADIO PROCEDURES**

I. PURPOSE

- 1.1 To establish proficiency standards for radio use while on a transport.
- 1.2 To enhance safe and quality communications for CCEMS personnel and other public safety agencies.
- 1.3 To define general "Codes" used by Central Dispatch.

II. POLICY

- 2.1 Personnel are required to prove proficiency to operate radios.
- 2.2 Employees and Auxiliary will be professional when using all CCEMS radios.
- 2.3 The EMS Dispatch (MARCS) frequency is the primary channel for which all communications will be conducted.
- 2.4 The EMS VHF frequency is reserved as secondary, in the event MARCS is inoperable, and for talking with County Fire Departments and mutual aid companies.
- 2.5 Crews will use their vehicle repeaters anytime they leave the vehicle at a scene. The Pyramid repeaters will enable MARCS capability when used in conjunction with the "repeater channel" on the UHF (400) portable radios.

III. PROCEDURE

- 3.1 Crews will keep unnecessary conversation to a minimum at all times.
- 3.2 **The only codes and/or signals that should used for radio traffic are:**

Code 2-	Accident with no injuries.
Code 4-	Accident with injuries.
Code 16-	Dead on arrival.
Code 24-	Intoxicated person.
Code 26-	Fight.
Code 28-	Fire.
Code 40 -	Person with a gun
Code 58-	Suicide.
Code 100-	Cardiac Arrest/ CPR in progress.
Signal 13-	Special Detail.
Signal 19-	Contact party by phone.
Signal 27-	Emergency call.
Signal 29-	Non-emergency call.

Signal 39-	Location
Signal 99-	Emergency traffic only.
Signal B-	One person on Station.

- 3.3 Word or word inflections, which reflect irritation, disgust, or sarcasm, are unprofessional and prohibited.
- 3.4 All personnel should hold the microphone approximately six (6) inches from the mouth and talk in a clear, monotone voice.
- 3.5 Repeat or "echo" all locations and numbers given to double check accuracy. If not sure of any message given, ask for it to be repeated.
- 3.6 Personnel are not permitted to use the primary frequency as a general "talk around" channel. General business related discussions should be conducted on one of the designated tactical channels.
- 3.7 All crews will turn their vehicle repeaters on anytime they leave the vehicle. Crews must push the P4 button on the mobile radio to activate the repeater function and turn their portables to the "Vehicle Repeater Channel".
- 3.8 **All CCEMS radio traffic is recorded in real-time by the communication center and can be accessed by administration at any time. So be professional.**
- 3.9 **During critical times or fast paced calls the use of "Signals" and "Codes" can become confusing. The use of these "Codes" is not mandatory. Plain general terminology is perfectly acceptable and encouraged during any call.**
- 3.10 **See SOP 200-04 for additional policies regarding radio communications.**

Director: 

Effective: _____

Reviewed: _____

Revised: 7-18-2011