



GALENA FIRE DEPARTMENT
Standard Operating Guideline
RADIO COMMUNICATION

Randy A. Beadle
Fire Chief Signature

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Purpose: To ensure that all personnel are able to effectively and efficiently operate GFD mobile and portable radios.

Basic radio operation procedure is as follows:

“Key” the microphone for a second or two before you speak into it. If you “key” the microphone and begin to speak at the same time, part of your message will be lost.

Before keying the microphone, turn your pager down or off, otherwise you get distracting feedback or a high-pitched squeal.

Transmit on the correct channel. Channel 1 is ‘Jo Daviess Fire’; Channel 2 is ‘Civil Defense West’; Channels 14, 15 and 16 - MABAS Blue, White, and Red respectively.

When speaking on the radio, first address the unit you are calling and then identify your unit. (Ex... “Jo Daviess County (Sheriff)...Galena Fire Station” or “All Units...” [Location]Command” or “Command...North Sector”).

Know the fire scene responsibility to which you have been assigned (i.e., Command, Sector Officer, Staging Officer, etc.), so that you properly identify yourself. Make sure you know where you fit in the Chain of Command and that you understand to whom you are reporting.

Be brief, but give complete information (i.e., After “Scene Size-Up”, describe the incident to all units as Incident Commander via “[Location] Command”).

Speak in clear, simple, concise English. Do not use “10” Codes unless circumstances demand discretion and you know the code. (Ex...10-33. “EMERGENCY” or 10-79. “Notify Coroner”).

Stay away from external radio speakers while using base or portable radios. Otherwise, feedback or high-pitch squealing will block your transmission.

When placing portable radios back in the charge pads, be sure the radios are turned off and ensure that the lights on the charger activate indicating that the radio is charging. Otherwise, the batteries will not charge properly. Also, turn off all permanent truck radios.