



N E W J E R S E Y

Making It Better, Together.

Radio Procedure Manual 2010



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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 2010.

Section: 1

Title: Authorized Fire and EMS Frequencies and Uses

Effective Date: April 2001

Revised: February 2010

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- F-1** Dispatch Frequency 154.430 MHz
1. Dispatching of all Fire and EMS alarms
 2. Any necessary transmissions authorized by the Camden County Dispatcher
 3. Routine fire department business (fuel, driver training, etc)
 4. Cover assignments
- F-2** Fireground Communications 154.385 MHz
Southern (below Route 295)
1. Primary Fireground Communications
 2. Mutual Aid (all greater alarms in any given division)
 3. Drills
- F-3** Miscellaneous Fire 154.160 MHz
- F-4** Coordination Frequency 155.085 MHz
1. Emergency Management
 2. Fire Coordination
 3. EMS Coordination
 4. Other County Inter-Agency Coordination
 5. Local Communication Vehicles if authorized by Camden County
 6. County Fire Marshal Staff
 7. Camden County Fire Police
- F-5** Fireground Communications 154.355 MHz
Northern (above Route 295)
1. Primary Fireground Communications
 2. Mutual Aid (all greater alarms in any given division)
 3. Drills
- F-6** South Jersey Fire Network 154.265 MHz
1. Inter-County Fire and EMS Communications and Coordination
 2. Medical Helicopter LZ Communications
 3. Limited Access Highway Fire Department Responses

Section: 1

Title: Authorized Fire and EMS Frequencies and Uses

Effective Date: April 2001

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	Camden City Frequency		153.770 MHz
	<ol style="list-style-type: none">1. Primary Fireground Communications2. Certain County Fire Vehicles authorized by Camden City and Camden County		
E-7	Primary EMS Communications	TX.	160.080 MHz
		Rec.	151.865 MHz
E-1	Alternate EMS Communications		155.235 MHz
E-2	Hospital Call-In Frequency		155.340 MHz
E-3	Statewide EMS Frequency		155.280 MHz
	<ol style="list-style-type: none">1. Secondary EMS Communications		
E-4	SPEN Frequency		153.785 MHz
E-5	Camden City EMS	TX.	150.990 MHz
		Rec.	155.400 MHz
E-6	Alternate Countywide EMS Communications		155.265 MHz

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

Section: 1

Title: Authorized Fire and EMS Frequencies and Uses

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Hospital Code Numbers

Cooper University Hospital	5402
KHS Cherry Hill Division	5401
KHS Stratford Division	5403
KHS Washington Twp Division	5802
AtlanticCare SED - Hammonton	5103
Underwood Memorial Hospital	5801
Virtua West Jersey Camden Division	5406
Virtua West Jersey Berlin Division	5407
Virtua West Jersey Voorhees Division	5405
Virtua West Jersey Marlton Division	5302
Our Lady of Lourdes Medical Center	5404

Section: 2
Title: General Radio Procedures
Effective Date: April 2001
Revised: February 2010
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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 frequencies allocated with a minimum of interference to those sharing it. All units that operate on these frequencies 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, for maintaining discipline on the air, and for determining the priority on simultaneous transmissions. 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 FREQUENCIES 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 to get precedence over day to day messages.

- MAYDAY
- Emergency Evacuation Signal
- May 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: February 2010

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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 town 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 station # at all times.

THINK before transmitting.

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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Title: Calling Procedures
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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 frequencies. Even if you hear nothing, the dispatchers may be busy. You should allow 8 to 10 seconds **BEFORE** repeating a call.

Camden County is operating on "Private Line" on all frequencies except F-6 South Jersey Fire Network. If a radio does not have private line, it will not be able to contact Camden County.

Three (3) ALERT TONES indicate a dispatch will follow. All radio traffic will cease immediately, except Camden County's until the message is completed.

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 with their complete assigned radio number and word RESPONDING, along with the number of qualified personnel on the apparatus, and repeat the location of response. All other units sign-on 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 or driver. The Alarm Room will re-tone based on the need of the unit.

Section: 3

Title: Calling Procedures

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The first arriving unit on location will sign-on location and give a brief report of conditions found, as a guide for the units following and for Camden County. No other units will sign-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 the first vehicle on location maintain radio contact with Camden County until relieved by another communications vehicle.

The Officer in Charge (OIC) of the incident should place the station(s)/unit(s) in service 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. 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. 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 or fax.

Large scale incidents such as but not limited to structure/building fires, extrication assignments, large wildland fires, hazmat incidents, the term under control will be used. This will be announced 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: February 2010

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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.

Section: 4

Title: Standard Terminology

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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

Title: Standard Terminology

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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

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: April 2010

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Fire Apparatus Response

All fire apparatus signing on radio responding to all calls will announce their unit number and the number of personnel. The amount of 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. County marshals, mutual aid, personnel in POVs). 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. 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 dispatch time will serve to “start the clock”. Large scale incidents such as but not limited to structure fires, extrication assignments, large wildland fires, hazmat incidents, this will be the initial time for time advisement and progress reports. At the ten (10) minute point, the dispatcher will give the Incident Commander a time advisement (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. After the initial hour, a time advisement/progress report request will be given every thirty (30) minutes, 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.

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All Hands Announcement

Upon request of the Incident Commander, an “All Hands Operating” message will be dispatched 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, followed by:

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

Example: Attention all personnel on the fireground 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 Fireground 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

MAYDAY

MAYDAY, Transmitted by personnel in life threatening position/situation on the Fireground or any other emergency scene. Upon receipt of MAYDAY transmission, dispatcher shall transmit 3-second alert tone and message:

“MAYDAY transmitted in (Location) all routine radio traffic will cease”.

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 that routine traffic may continue.

Section: 5**Title: Standard Countywide Procedures****Effective Date: April 2001****Revised: April 2010****Page: 3 of 5****Limited Access Highway Responses**

For the below listed highways, all companies responding to incidents on these highways will operate on South Jersey Network (SJ NET).

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

Multiple Agency EMS Response

During response and operations at medical emergency assignments, BLS, ALS, approved EMS Engine Companies and EMT Police Officers will utilize the E-7 frequency.

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 SJ NET frequency 154.265

The Communications Center will dispatch the local fire company, if not already on location. The OIC will be advised to prepare a landing zone for the helicopter. 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)

Section: 5

Title: Standard Countywide Procedures

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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 F-4 and operate on scene on their tactical frequency.

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 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 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 it to the Communications Center 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 response needs to be extended another request will be needed. (see form at the back of the manual.)

Section: 5

Title: Standard Countywide Procedures

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Temporary Storm Radio Procedures

Effective at the discretion of the Alarm Room Supervisor, the following temporary radio procedures will be in effect for Camden County during impending 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 to wires, public assist, tree down, dewatering calls. If the department chooses to send multiple units, only the first unit has radio contact with the Alarm Room. 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.
- Only local chief or duty officer are to respond to assignments. No mutual aid officers on radio.
- Any department wishing to use their municipal frequency for minor incidents is to make telephone contact with the Alarm Room so runs can be given out via phone or fax. 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 radio so the Alarm Room will know they are in service for another assignment.

An announcement will be made on all frequencies that the Storm Radio Procedures are in effect. Additionally, a text page will be sent to all chiefs in the Fire Chiefs group page notifying them of this status. The procedures will remain in effect until the period of peak radio activity has passed as determined by the Alarm Room supervisor.

Section: 6

Title: Radio Tests

Effective Date: April 2001

Revised: February 2010

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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: February 2010

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Allow a few seconds before transmitting. Use this time to:

- Determine if frequency is busy
- 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.

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

Insure that the volume and squelch 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.

Adjustments to radio transmissions in the Fire and EMS service may be made by FCC licensed technicians.

Section: 8
Title: Alarm Transmissions
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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 Number – the number will be preceded by one of the terms found in the section of this manual entitled “Dispatching Assignments”
- Location
- Cross streets (if available)
- Type, as covered in “Assignment Terminology”
- This will be repeated once.

Verbal alarms will be repeated on E-7, F-2, F-5 or other frequencies 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 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

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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. 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 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 3 minutes they will be re-toned and backed up with the next available ALS.

Section: 8

Title: Alarm Transmissions

Effective Date: April 2001

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Camden City Fire Department

All Alarms for Camden City Fire Department will be transmitted on the primary frequency (153.770) 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”

Camden City EMS/Pennsauken EMS

All Alarms for Camden City EMS/Pennsauken EMS will be transmitted on the E5 frequency (155.400) 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”

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”

ALS will be dispatched as per the State of New Jersey Emergency Medical Dispatch Guide Cards, approved by the State of New Jersey Department of Health and Senior Services, Office of Emergency Medical Services, and adopted by the State of New Jersey Office of Information Technology, Office of Emergency Telecommunications Services January 2004

Section: 9

Title: Resource Definitions

Effective Date: April 2001

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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 hoselines.

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)

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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 wildland and/or interface zone.

Utility

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

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.

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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

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Dwelling

Any one or two family residence.

Building

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

Apartment

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

Structures

Any outbuilding, shed, workshop, etc.

Garage

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

Vehicle

Any motorized vehicle (i.e. Automobile, truck, motorcycle, motorhome etc). Description will be given to responding units.

Brush

Any grass or woods fire.

Rubbish

Loose trash or trash contained in a dumpster.

Special Call

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

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.

Section: 10**Title: Assignment Terminology****Effective Date: April 2001****Revised: February 2010****Page: 2 of 4****Rescue Assignment**

Any report of a person or persons trapped.

- 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.
- Water rescue...Reported drowning.
- Below ground, 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

Structural Collapse

No entrapment.

Aircraft Emergency

Any report of an incident involving any type of aircraft.

Natural Gas Leak

This will be the designation for dispatches to a report of a natural gas leak. This will be a separate response plan for any department that would like to have one. If there is no separate box created, it will default to an investigation incidental box.

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.

Section: 10

Title: Assignment Terminology

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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

Investigation

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

- Appliance, heater, wiring...No apparent fire. Device short-circuited, smoked, breaker keeps tripping, made a funny noise etc.
- Alarm system...
- Fumes... Exterior Only
- Smoke....Any odor of smoke or visible smoke, outside of a structure. Caller is unable to identify source.

Investigate Fumes

This will be the designation for dispatches to all types of fumes except natural gas. This will remain an incidental investigation box.

Highway Hazard

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

Aircraft / Helicopter Stand-by

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

Wires

Electrical incidents occurring outside of a dwelling or building.

Motor Vehicle Accident

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

Bomb Threat

Actual or possible explosive device.

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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.

- Service assignment, assist police...
- Service assignment, assist EMS...
- Service assignment, assist fire marshal...
- Service assignment, public assist...
- Service assignment, water recovery...
- Service assignment, de-watering...

Emergency Assignment

Not a fire, but any emergency not covered by procedures (i.e. searches, problem at fire station other than a fire, etc.).

Cover Assignment

The assignment of equipment to stations out on assignment.

EMS Assignment

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

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

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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 the appropriate frequency (E7/E5/) 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: February 2010

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Numbering systems for all base, mobile, and portable frequencies...

- 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 25	
Brush 22	Tender 232	
Rescue 84	Quint 11	
Cascade 114	Utility 641	

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

- 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

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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 Communications Center will assign one on the approval of the Communications Committee.

Section: 13

Title: County Cover Assignments

Effective Date: February 2010

Revised:

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PURPOSE:

The purpose of this guideline is to provide continuity throughout Camden County's fire service when operating on cover assignments. By 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.

Radio Capabilities:

- Must have primary fire frequencies
 - F-1
 - F-2
 - F-5
 - SJ Net
- Must have secondary fire frequencies
 - Respective Mutual Aid Departments

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.

Section: 13

Title: County Cover Assignments

Effective Date: February 2010

Revised:

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- 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 Alarm Room Supervisor.

Response Procedures:

- Companies shall announce their relocation and arrival on the Camden County F-1 fire frequency.
- Alarm monitoring and cover company dispatch shall be done on the F-1 frequency.
- If dispatched to fire ground, the respective fire frequency shall be utilized.
- Companies shall follow the REDUCED SPEED requirements when relocating.
- Companies shall maintain their normal radio designation.

Section: 14

Title: Countywide Mobile Number Assignments

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Rehab1	Camden County Volunteer Fireman's Canteen
Rehab2	Lower Camden County Fireman's Canteen
C.F.M.	County Fire Marshal's Office
C.F.M. 1	Chief County Fire Marshal
C.F.M. 2	Deputy Chief County Fire Marshal
C.F.M. 3-19	Deputy County Fire Marshal
C.F.M. 20-29	Administrative
C.F.M. 30	Fire Watch Coordinator
F.M. & Station #	Local Fire Marshal
P.D. Fire District # Plus 01, 02, 03, etc.	Local Police Department Emergency Medical Technicians
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
58 + District # + unit #	Local Fire Police Officer
5100-5199	Camden County Fire Chief's & Fire Officer's Association (ISAT)
EM plus NCIC #	Local Emergency Management Official
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
A.R.C. 101-199	Red Cross Response Personnel
A.R.C. 1-5	Red Cross Response Vehicles
F.P. 1-9	County Fire Photographers
F.P. & Station #	Station Fire Photographers

Section: 15

Title: Communications Numbering System

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Car 100	Camden County Director of Public Safety
4401	Chief of Communications
4402	Deputy Chief Communications
4403	Deputy Chief Communications
4404	9-1-1 Coordinator
4405	Communications Operations Officer
44101 through 44525	Communications Center Staff
44-T1 through 44-T3	Technical Services
Field Comm 1 & 2	Mobile Communications Vehicles
4498, 4499	Field Comm Duty Officer/vehicle
OEM1	OEM Mobile Command Vehicle
OEM3	OEM Bus
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 (Wildland Interface Group)
TC 1-4	Tender Task Force Coordinator
EMS 1	Camden County EMS Coordinator
EMS 2-4	Deputy Camden County EMS Coordinator
MED 41-46	Camden County Paramedics
Life Support 1-4	Gloucester County Paramedics
MED 31-35	Burlington County Paramedics
South Star	Virtua West Jersey Voorhees Medical Hospital
North Star	U.M.D.N.J. Newark Medical Helicopter
Penn Star	University of Pennsylvania Medical Helicopter
Medivac 1	Lehigh Valley Pennsylvania Medical Helicopter
Medivac 2	Hahnemann Hospital Medical Helicopter
C-11, C-12, C13	New Jersey Forestry Service
F.A. 1	Chief Instructor, Training Academy

Section: 15

Title: Communications Numbering System

Effective Date: April 2001

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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:

5050	Watch Commander
6200	Shift Lieutenant
6201	F-1 Dispatch Console
6202	County Fire Console
6203	County EMS Console
6204	Camden City Fire Console
6205	Camden City EMS 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 this 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 a 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/Overturned/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 Pales 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 a 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 ¾" Hose
- Tool Box with Assorted Tools
- (2) Utility Rope (Min. ½", 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 ½" 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 ½")
 - (10) Grinding Wheels
 - (10) Cutting Wheels
- Water/Ice Rescue
 - (4) Personal Flootation 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) ¾" 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 (ie. 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 Educating 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 (ie. 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 (ie. 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 a 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. (ie. 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.

Rodney Greco
Freeholder Liaison

Paul White
Director of Department of Public
Safety and Juvenile Justice

Paul White
Director of Communications/911



Making It Better, Together.

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(856) 783-4808
Fax: (856) 783-6005

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 : _____

OTHER PERSONNEL, DATE RECEIVED & ACTION TAKEN: _____

AGENCY RESPONSE: _____

SIGNATURE _____ DATE: _____

Rodney Greco
Freeholder Liaison

Paul White
Director of Department of Public
Safety and Juvenile Justice

Paul White
Director of Communications/911



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DATE		TIME		TRACKING	
REQUESTER		STATION/SQUAD			
APPARATUS/SQUAD OUT OF SERVICE					
SPECIAL RESPONSE					
FIRE OFFICER		SQUAD OFFICER			
SIGNATURE		SIGNATURE			
EFFECTIVE		TO			
RECEIVED BY		TIME			
CANCELLED BY		DATE		TIME	
<p>*** 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 WILL EXPIRE AFTER 72 HOURS. All weather related special responses (ex snow, storm, etc) will be for a maximum 24hour period. If the response needs to be extended another request will be needed. ***</p>					

Rodney Greco
Freeholder Liaison

Paul White
Director of Department of Public
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Director of Communications/911



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RECORDING REQUEST

Requester: _____ **Rank** _____

Agency: _____ **Phone** _____

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

Time Of Incident: _____ Hrs. **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

Notes:	
Released To:	Print: _____ Signature _____ Date _____