



**EL PASO COUNTY SHERIFF'S OFFICE
FIRE DISPATCH RADIO SYSTEM
POLICIES AND PROCEDURES**

2019

ARTICLE I

PURPOSE

- A. These policies and procedures for use of the El Paso County Fire Dispatch Radio System, which consist of those Pikes Peak Communications Network 800 MHz Trunked Radio System Talkgroups operated by the El Paso County Sheriff's Office, are approved and become effective as of August 1, 2019, replacing the previous policies and procedures.
- B. The **PRIMARY PURPOSE** of the El Paso County Fire Dispatch Radio System is to provide initial alarm notification and dispatch of user agencies and initial emergency response coordination of user agencies within El Paso County and surrounding counties as necessary. The primary Talkgroup will be on the C Zone, labeled EPSO RED, in the C1 position on the C switch.
- C. The **SECONDARY PURPOSE** is to provide communications for initial contact between user agencies (not personal communications). Operations shall be moved to another Talkgroup once units arrive on scene and Incident Command (IC) is established.

ARTICLE II ELIGIBILITY

- A.** Eligibility shall be restricted to fire/rescue and other emergency response agencies within the vicinity of El Paso County, Colorado, subject to the rules and regulations of the Federal Communications Commission, and policies, procedures, and agreements of the Pikes Peak Regional Communications Network (PPRCN) Authority Board.
- B.** All agencies desiring to use the PPRCN 800 MHz Trunked Radio System Talkgroups must meet the established requirements as set forth by policies, procedures, and agreements of the Pikes Peak Regional Communications Network (PPRCN) Authority Board. User agencies must have signed a Memorandum of Understanding (MOU) with El Paso County Sheriff's Office in order to be granted permission to operate on the departmental Talkgroups that comprise the Fire Dispatch System.
- C.** Non-emergency response agencies desiring radio communications with participating users may be granted permission to utilize the system subject to the policies, procedures and agreements of the Pikes Peak Regional Communications Network (PPRCN) Authority Board, and approval of the departmental Talkgroup owning agency (See PPRCN Policy #01-2003).

ARTICLE III

MISUSE

- A. All complaints of alleged misuse of the system and/or violations of these Policies and Procedures and/or FCC regulations will be submitted to the El Paso County Sheriff's Office Communications Manager, or their designee, in writing, as soon as possible. The date, approximate time and a detailed account of the alleged misuse and/or violation will be outlined. (Misuse of the system includes, but is not limited to, use of profane language and using the radio system for personal reasons/benefit. Minor deviations from the suggested scripted radio traffic [see Appendix 5] will not be considered misuse of the system.)
- B. The Communications Manager, or their designee, will obtain all possible information on the alleged misuse and/or violation. The alleged misuse shall be investigated and the findings and recommended actions forwarded to the Support Operations Division Director. Repeated violations will be directed to the Sheriff for further action.
- C. A written response will be sent to the complainant, alleged offender, chief officer and the district board (if applicable) following review and subsequent action by the Sheriff (up to and including revocation/suspension of use of the radio system). The ruling of the Sheriff shall be final.
- D. It is the responsibility of the Fire Districts to train and monitor individual member's compliance with radio etiquette and use of the system. Complaints of minor deviations from acceptable radio transmissions will be forwarded to the district Fire Chief, or their designee, for resolution.

ARTICLE IV

RESPONSIBILITIES OF PARTICIPATING USERS

- A. Users shall comply with applicable rules and regulations of the Federal Communications Commission and Colorado Revised Statutes pertaining to communications.
- B. Users shall comply with all the Policies and Procedures of the El Paso County Fire Dispatch Radio System as adopted by the Sheriff. The Fire Districts will be held responsible for the training and actions of their individual members.
- C. Users shall promote the efficient use of the system for the mutual benefit of all. User agencies shall confine the use of the system to fire, medical, rescue, or disaster related communications.
- D. Users shall comply with all the operational requirements as defined in Appendix 2 of this document.
- E. Radio equipment privately owned by department members may not be programmed with Sheriff's departmental Talkgroups without express written permission from the Sheriff.
- F. Base stations may not be programmed with Sheriff's departmental Talkgroups without express written consent from the Sheriff.

APPENDIX 1

GLOSSARY

- A. **El Paso County Fire Dispatch Radio System:** In accordance with PPRCN Policy 01-2003, PPRCN Talkgroups and departmental Talkgroups remain under the control of the El Paso County Sheriff's Office. These Talkgroups are commonly referred to as EPSO RED, EP SILVER, EPSO FM (Fire Marshall), EPSO OEM (Office of Emergency Management), and EPSO SAR (Search and Rescue).
- B. **CAD Interfaced Users:** Includes all El Paso-Teller dispatch agencies operating on TriTech CAD and those agencies with an established interface with EPSO for CAD-to-CAD notification. These users currently include:

AMR
Cripple Creek PD
Colorado Springs PD
Fort Carson
Teller County
Woodland Park PD

- C. **License Holder:** 800 MHz radio frequencies are licensed to El Paso County and provided to the Pikes Peak Regional Communications Network (PPRCN) under an Inter-Government Agreement for fluent operation of the PPRCN 800MHz Trunked Radio System.
- D. **System Users:** Those fire/rescue or other emergency response agencies operating within or near El Paso County and having signed a Memorandum of Understanding with the El Paso County Sheriff's Office.
- E. **Standard Terminology Applicable to this Agreement:**

All Units Clear: Stating "show all units clear" will result in the ENTIRE incident being closed for all assigned fire departments.

Arrival Report: Descriptive information provided by the first unit on scene (AKA "size up"). See Appendix 5 for recommended concise verbiage.

Automatic Page: An alpha page automatically generated by CAD upon initial assign of the recommended units to the incident.

Clear: Informing dispatch that a unit is clear means they are no longer on scene of an incident and are available for calls. This can be accomplished by individual apparatus or by one unit clearing multiple units. (i.e., "311 show all Falcon units clear.")

Code 4/Okay: Status check; unit or personnel advising that they are okay.

Code 20: Indicates that the unit is not okay and is in possible imminent danger; indicates the need for emergent law enforcement response.

Cross-Staffing: This CAD function allows agencies the ability to busy out apparatus based on staffing so that CAD does not recommend them for incidents. Agencies utilizing cross-staffing will provide daily roster information on the approved form. Changes to the daily roster or cross-staffing will be made via telephone.

Emergent: Unit response with lights and sirens (previously known as Code 3).

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Enroute: Informing dispatch that a unit is going to an alternate location related to a

current incident, or going to a location not related to an incident. (i.e., 2231 enroute Wescott Station 1 for training, available for calls.)

Greater Alarm: Used by IC to request the dispatcher to tone and page the agencies involved or requested, for a “Greater Alarm” of resources per the procedures of those agencies.

In Quarters: Unit is back in the fire station and ready to respond.

Manual Page: An alpha page that is typed and sent by the dispatcher to provide further information (or information that cannot be aired) to responding units.

Mayday: A radio transmission used to indicate that radio traffic must come to a pause while emergency information indicating that a firefighter is in trouble within the hazard area.

MDC: Mobile Data Computer

Move Up: This CAD function allows agencies to move an apparatus temporarily to another station other than the apparatus’ home station. This will have an effect on unit recommendations for agencies utilizing unit based dispatching. Changes to move up status will be made via telephone.

Non Emergent: Unit response with no lights and sirens (previously known as Code 2).

On-Scene: Informs dispatch that the responding unit is on the scene of the incident.

Out of Service: The unit is not available for response. Putting a unit out of service should be communicated to dispatch via telephone.

Responding: Used to inform dispatch that the responsible units are responding to the call.

Second Page: A repeat of the initial page if there is no response or acknowledgement to the initial assign within two minutes or upon request by a responder.

Staged (for medical calls): An intermediary location at which an apparatus waits until a response is determined. The exact location of the staging is not required and is at the responding agency’s discretion.

Staging Area/Location: Location established where resources can be placed while awaiting a tactical assignment.

Third Page: A repeat of the initial dispatch (page and announcement) and assignment of the next closest agency if there is no response or acknowledgement to the second page within four minutes of initial dispatch.

Working Fire: A responding unit identifies that a reported fire is a confirmed fire and is actively burning.

APPENDIX 2

OPERATIONAL REQUIREMENTS/PROCEDURES

- A. Life threatening situations, emergency incidents and dispatch of alarms shall have first priority of transmission on EPSO RED. The EPSO RED Talkgroup shall not be utilized to report routine or non-emergent incidents by users.
- B. Use of the EPSO RED Talkgroup will be limited to dispatch, response, coordination with dispatch, and resolution of calls for service (clearing the scene, back at quarters, etc.).
- C. Non-emergent communications between users should be transmitted on another authorized Talkgroup. Dispatchers shall have the authority/responsibility to request that non-emergent radio traffic between users be moved to another Talkgroup if EPSO RED Talkgroup is needed for emergency transmissions.
- D. Upon arrival, and after the arrival report has been provided, users will switch to an alternate Talkgroup(s) for on-scene command and operations. This alternate Talkgroup may be on the C Zone or the district's assigned TAC Talkgroup. Incident Commanders shall request a C Zone or operational Talkgroup to meet emergency scene requirements, if not already assigned by dispatch. C Zone and operational Talkgroups are located on the C Zone switch in positions 2-8. No changes will be made without concurrence of the Incident Commander. Incident Commanders must also monitor EPSO RED Talkgroup for communications from the Fire Dispatcher.
- E. Communications between field units should be transmitted directly to that unit(s) without going through dispatch. These communications should not take place on the EPSO RED Talkgroup but on the district's assigned TAC Talkgroup or the assigned C Zone/operational Talkgroup unless there is an immediate threat to the unit's safety.
- F. Dispatchers shall have the authority/responsibility to request that the Incident Commander move incident operations to another Talkgroup when needed.
- G. Fire District call signs are dictated by the Century System. Assignment of unit identifiers to individuals or equipment in accordance with the plan is the responsibility of the Chief Officer of the user agency. Each Chief Officer has the responsibility of notifying the User Group and the Sheriff's Office Communications Manager of changes of equipment (mobile, portable, base and transmitters) as they occur.
- H. Non-user agencies needing to access the system during times of emergency may be granted such authorization during that time of emergency, subject to approval of the Incident Commander or Sheriff's Office representative.
- I. Requests for response of a Deputy/Law Enforcement Officer should go directly through Fire Dispatch on the EPSO RED Talkgroup and should be descriptive of the situation (i.e., "we need deputies for a combative patient"). The Incident Commander may request that the Deputy/Officer go to the assigned C Zone or tactical Talkgroup when the Deputy is responding for a support function such as traffic control or crowd control. Law enforcement officers must remain on their assigned law enforcement Talkgroup when responding to criminal or violent scenes.
- J. Requests from the scene for ETAs, responder status, etc., should be made only when such information might affect tactics. Requests for ETAs for already responding AMR units that have acknowledged on EPSO RED should occur via direct unit to unit radio transmission and only when absolutely necessary.

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- K. Units will be dispatched in accordance with their individualized tiered response plans.

- L. When a unit changes their status, they will advise the Fire Dispatcher of their status change. Fire Districts should make every effort to advise of multiple unit status changes with one transmission when possible. See Appendix 5 for examples.
 - 1. OPTIONAL: For districts utilizing MDCs, only one unit is required to call responding on EPSO RED. Subsequent responding units may utilize the status change buttons on the MDC without a corresponding radio transmission.
 - 2. Multiple unit status changes in a single transmission by MDC users will indicate to the Fire Dispatcher that all units listed in the transmission have pressed the correct status change button on their individual MDC.
 - a. For multi-agency events involving units with MDCs, only one unit from each agency is required to call responding on EPSO RED. Subsequent responding units may call responding on the designated C Zone or operational Talkgroup.
 - b. Dispatch will NOT parrot silent status changes.
 - 3. Dispatchers may call for status reports at their discretion.
 - 4. If a Fire District has multiple incidents occurring at the same time, or a unit is assigning themselves to an incident they were not dispatched to, the unit will advise of the call they are associated with.
 - 5. Units and personnel will only use concise phrases for all status changes or requests made to dispatch and other units. See Appendix 5 for examples.
 - 6. Responders will not request that a call be closed. The Fire Dispatcher will close the call once units from all responding agencies to the incident have been cleared. Each Fire District has been given internet portal access to the CAD Visinet Browser to review and/or print calls they have been assigned to.

APPENDIX 3

DISPATCH PROCEDURES AND TERMINOLOGY

- A. When dispatching notification of an alarm, the Fire Dispatcher will complete the following, as applicable:

1. Automatic Page: The automatic page will include, at a minimum, the address/location and the type of incident. This page will be completed in accordance with NFPA guidelines.

- a. Automatic page formats are consistent for all agencies. This ensures paging formats are not altered for agencies responding on mutual aid incidents, and eliminates issues with 3rd party paging applications, such as Active911. The paging format for the automatic page is as follow:

[jurisdiction code:response area]	Example: [BFFD;BFFD D1b]
All_units_assigned	Phantom call signs; may include specific apparatus for those agencies that incorporate them
~Problem	Type code
~Address	Address
#Apt number	The # sign will be visible even if there is no apartment number
~Location name	Commonly known name of the business or location (i.e., Loaf and Jug)
~Case Number	Agency case number (AKA run number)

- b. A second page will be sent to the Fire District if a unit has not called responding within two minutes of the initial assign or upon request of the Fire District.

- c. A third page will be sent to the Fire District if there is no response or acknowledgement to the second page within four minutes of initial dispatch. The next closest agency will also be assigned at this time.

2. CAD-to-CAD Transfers: All calls to CAD interfaced users will be transferred via CAD after the initial assign takes place. CAD will acknowledge the transfer with two messages:

- *This incident CHFD512890 has been sent to AMR via the CAD2CAD Interface.*
- *Acknowledgement Received from AMR CHFD512890*

- a. If these messages do not appear, the Fire Dispatcher will call the agency and verbally provide them with the information. Additionally, the dispatcher will watch for a "STATUS_RESPONDING" or "STATUS_DISPATCHED" timestamp from the agency the call was sent to as a confirmation that they received and are acting on the call.

3. The Fire Dispatcher automatically makes notification to AMR and State Patrol based on location and response plan. Responding units will not ask or advise the Fire Dispatcher to make these notifications unless it was not included in the initial assign.

4. Manual Page: A manual page will only be sent to advise responding units of significant changes to a call for service. Situations include, but are not limited to, clarification of location, driving directions, responder safety information, type code clarification, or any information that cannot be aired (gate code, phone number, etc.). If the responding department believes update pages need to be sent for any other reason, they can make that request over the air.

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5. Radio Announcement over EPSO RED: The Fire Dispatcher will announce all calls in a similar manner, regardless of call type or jurisdiction. When applicable, the announcement will also include the primary Fire District. The standard format is as follows:

Alert tone 1 (approximately 3 seconds)
[Jurisdiction/District] [Call Type], brief pause
[Unit list, as applicable] respond [Common Place/Location] [Address/Intersection] for a/on a [Specific Call Type]. [Special call details, as applicable, such as working fire, CPR in progress, trapped victim]. [C Zone as applicable]. Time Out [Time].

Example (not unit based): Alert Tone, "Security District 1, Seizure...Security District 1 respond 1225 Modell Dr for a seizure. Time out 0859."

Example (unit based): Alert Tone, "Tri Lakes District 1 primary, Commercial Structure Fire...2213, 2281, 2231, 2202, 531, 562 respond to Pioneer Sand, 15490 Woodcarver Rd for a commercial structure fire. C2 assigned. Time out 0903."

- a. When the first fire unit calls responding or acknowledges the call for service, the Fire Dispatcher will then air specific call details. It is the responsibility of the responding units to ask for information to be repeated, if necessary. The standard format is as follows:

[Unit] responding to [Common Place/Location] [Address/Intersection] for a/on a [Specific Call Type]. [Special details as applicable such as age/consciousness/breathing status, working fire, CPR in progress, trapped victim, etc.] [Determinant].

Example: "114 responding to 1225 Modell Dr for a seizure. 23 year old male, not conscious, is breathing. 12D02E."

Example: "531 responding to Pioneer Sand, 15490 Woodcarver Rd for a commercial structure fire. Electrical odor in the office, evacuation in progress."

6. Greater Alarm: A Greater Alarm request must come from the Incident Commander or a unit on scene of the incident. This requires the Fire Dispatcher to initial assign a greater alarm, accepting the recommended additional units based on a predetermined response plan. The Fire Dispatcher will then tone and announce, following the standard radio announcement procedures described above.

7. Updates: The Fire Dispatcher will provide verbal updates and manual pages to responding units when the information in the call screen changes as described in the "Manual Page" definition above.

8. Working Fire: The declaration of a "Working Fire" automatically triggers the Fire Dispatcher to send a manual page to all agencies responding to the incident, identifying it as a "Working Fire". (A C Zone Talkgroup will automatically be assigned by the Fire Dispatcher if it is known to be an active fire prior to the initial assign.)

9. Health Hazard Location: A caution indicator from dispatch to responding units that the premise they are responding to has been identified as a prior meth lab location which may not have been cleaned/decontaminated.

10. BSI: A caution indicator from dispatch to responding units that the caller has volunteered (on this specific incident) that communicable disease precautions are necessary. No details will be provided over the air by the Fire Dispatcher.

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- B. Utilizing the Incident Command System when applicable, the first arriving unit/person on scene will:

1. Call on scene
2. Provide an arrival report, as necessary

3. Provide the staging area if applicable

**** The Fire Dispatcher will NOT “parrot” this information but will update all responding units with a manual page ****

- C. On scene times, mileage and other necessary information related to a call will be acknowledged by the Fire Dispatcher on the EPSO RED Talkgroup by stating the current time. This information is available through the Visinet Browser.
- D. EP SILVER is designated for emergency button activations.

1. Emergency buttons are initialized by the user by pressing the orange button on their radio.
2. The user's selected Talkgroup is automatically moved to EP SILVER.

3. A Dispatcher will acknowledge the emergency button on EP SILVER and act as a dedicated Dispatcher until the emergency is resolved.

4. The user will remain on EP SILVER until contact is made with EPSO Communications personnel and they are advised to reset their emergency button.

Example: “Unit 1331 checking status?”

If accidental, the unit should respond with “1331, Code 4”

Dispatch will then advise the unit to reset their radio.

1. In the case of a true emergency, the unit should state the exact situation.

Example: “1331, I was involved in a TA at Powers/Palmer Park, I need medical emergent”

The dispatcher will acknowledge and process the call for service. The dispatcher will remain on EP SILVER until the situation is resolved and/or first responders are on scene and the unit is able to reset the radio.

- E. Law Enforcement Initiated Medical: The Fire Dispatcher will advise the condition of the patient as relayed by the requesting Deputy. The Fire District will make the determination as to how they will respond based on that information, as no determinant will be available.
- F. Radio tests shall only be transmitted when there are no priority transmissions being made and should be held to the minimum required to conduct business. Individual Fire Districts will be responsible for alerting their personnel to business information. Courtesy pages for business information (training/meeting times) will not be sent.
- G. Requests for Helicopter Medical Transport: The requestor will receive the next local helicopter (helicopter, flight for life, etc.) from the rotation list. A response from the rotation list will be generated at the time of request. If that one is unavailable, the Fire Dispatcher will automatically contact the other for availability.

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The requestor may also ask for a specific helicopter by designating "Lifeguard 3" or "LifeLine 2" during the radio transmission. If the specific requested helicopter is not available, the Fire Dispatcher will ask the requestor if the alternate is acceptable and make the appropriate notifications.

1. The requestor must specify the type of response needed and which unit has been designated as the ground contact.
 - a.a. GROUND STANDBY – the helicopter may or may not be needed.
 - a.b. RAPID RESPONSE/AIRBORN STANDBY – the helicopter will respond to the scene and hover until requested to cancel or land.
 - a.c. IMMEDIATE GO – the helicopter will respond and land for patient transport. The Fire Dispatcher will create a new call for service titled "Flight/Med Helicopter INFO" that includes specifics of the call. This will be send via CAD2CAD to applicable PSAPs for information purposes only.

H. Mutual Aid Dispatch

1. The dispatch center for the department having jurisdiction for the incident will become the PRIMARY DISPATCHER for that incident and will dispatch all resources for that incident.
2. The PRIMARY dispatch center will notify the SECONDARY dispatch center of the dispatch by pager, radio, telephone or CAD2CAD, whichever is most efficient.
3. The SECONDARY dispatch center will acknowledge receipt of the notification.
4. Responding resources will report to the PRIMARY dispatcher.
5. Each dispatch center will be responsible for tracking times, mileage, etc., for the departments they normally dispatch.
6. Fire Districts will refer to their closed incident report or contact their normal dispatch center for times following the incident.

I. CAD Failure

1. In the event of a CAD failure in the dispatch center, the Fire Dispatcher will tone and announce, "Attention all Fire Districts, CAD has crashed. Those districts currently working calls, Incident Commanders please acknowledge from north to south with location, type of call and units assigned". The Fire Dispatcher will announce when CAD usage resumes and will update the existing calls for service in CAD with any new information. The Fire Dispatcher will also send out a county wide page advising of the CAD outage.

J. Units with a Mobile Data Computer (MDC)

1. From a dispatch perspective, units will remain at STATION/QUARTERS status until they are dispatched to a call for service. If a unit has made themselves available via MDC, the Fire Dispatcher will status the unit every 60 minutes, until the unit goes back to STATION/QUARTERS status. If there is no response from a unit on a routine status check, a manual page will be sent to ensure the unit's safety and current status. If there is no response from a unit to the manual page, the Fire Dispatcher will call the station (or next closest station) to check the unit's status. If there is still no response from a unit, law enforcement officers will be sent to the last known location of the unit to ensure the unit's safety.

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2. Electronic messages sent between dispatch and the MDC are authorized for business purposes only and must be courteous and professional. The message logs may be reviewed periodically to ensure proper procedures are being followed. Electronic messages are not a protected form of communication and could be subject to discovery motion in a criminal case, civil case, or internal investigation. Every electronic message should be considered public domain. Assigned employees should have no expectation of privacy regarding electronic messages.
3. The automatic vehicle locator (AVL) is a global positioning system (GPS) that transmits from each unit equipped with an MDC and can be tracked in dispatch via the GEO CAD map at each individual position. The AVL feature only works when the MDC is active within the vehicle. Speed and directional information of AVL equipped vehicles is captured by the CAD system and may be reviewed by supervisory personnel when necessary.
4. Airbag deployment – If a unit is involved in a vehicle crash and the airbag deploys, it is possible that the vehicle MDC/AVL may become inoperable and the unit identifier may disappear from the map. If this occurs, last location information can be recovered with the LOG command. The user will need to click the “show AVL data” box and refresh the screen.
5. Users are not required to use the MDC if it is impractical or unsafe to do so (while driving, if they are out of their vehicle, etc.)
6. Units have the capability of requesting emergency help without the use of the voice radio. If a unit requests emergency assistance through the MDC by pressing the “Emergency” icon of F12 button without a voice request, it shall be assumed that the unit is not able to speak and does not want a voice response from dispatch that could worsen the situation. In response to the responder’s digital request for emergency assistance, the Dispatcher will voice respond as if a normal voice transmission had occurred. For example, “Unit XXXX, status”. The unit that activated the button can either give no response or respond with “Unit XXXX” if there is an emergency. If the activation was accidental, the unit will acknowledge with “Accidental”.

Additional notifications and assistance will be dispatched as appropriate.

K. Mayday

1. Maydays announced on unmonitored C Zones or tactical Talkgroups will be the responsibility of the Incident Commander for coordination. A request for an additional operational Talkgroup must be made to the Fire Dispatcher via the EPSO RED Talkgroup.
2. Maydays announced on EPSO RED will result in the Fire Dispatcher using the alert tone 1 and repeating the mayday statement. A manual page will be sent to all units assigned to the incident. The Fire Dispatcher will then send a manual page to all County fire departments advising of an alternate Talkgroup for dispatching purposes until the mayday incident has been resolved.

Example: “Mayday, mayday, mayday! Firefighter Smith, I have fallen through the roof. I am on the second floor. My air is at”

Dispatch will: Alert tone 1 for approximately 3 seconds. “Firefighter Smith, copy mayday, you have fallen through the roof and are on the second floor. Air is at ... Mayday traffic only on this channel.”

L. Code 20

1. The phrase Code 20 indicates that the unit is not okay and is in possible imminent danger. It also indicates the need for emergent law enforcement response.

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2. Code 20 announced on EPSO RED will result in the Fire Dispatcher using the alert tone 1 and repeating the Code 20 statement. A manual page will be sent to all units assigned to the incident. The Fire Dispatcher will then send a manual page to all County fire departments advising of an alternate Talkgroup for dispatching purposes until the Code 20 incident has been resolved.
3. If no location is provided, law enforcement will be dispatched to the unit's last known location or the location indicated by the MDC.

Example: "3110 Code 20 Fox Run Park"

Dispatch will: Alert tone 1 for approximately 3 seconds. "3110 copy Code 20 at Fox Run Park. Code 20 traffic only on this channel."

APPENDIX 4 DESIGNATOR SYSTEM

NOTE: XX represents the two-digit number assigned to each agency	
XX00 – XX09	Chief and nine senior leaders with Chiefs as XX00
XX10 – XX24	Engines
XX25 – XX29	Mini Pumpers/Other pumping apparatus
XX30 – XX34	Trucks (Ladders, snorkels, quints, etc.)
XX35 – XX39	Full Capacity Aircraft Crash Trucks
XX40 – XX49	Brush Trucks
XX50 – XX59	Miscellaneous Apparatus/Units (Utility vehicles, Air cascade, HazMat, etc.)
XX60 – XX69	Tenders
XX70 – XX79	Medical/Rescue Non-Transport
XX80 – XX89	Medical Transport Ambulances
XX90 – XX99	Department Personnel

DEPARTMENT DESIGNATORS

0-99 Search & Rescue	1400 – Calhan	2800 –
100 – Security	1500 – SW Hwy 115	2900 –
200 – Fountain	1600 – Woodmen Valley	3000 – Sheriff's Office ESD
300 – Falcon	1700 – Simla	3100 – Wildland Crew
400 – Stratmoor	1800 – Cascade	3200 – County Hazmat
500 – Wescott	1900 – Fort Carson	3300 – Ellicott
600 – Broadmoor	2000 – Palmer Lake	3400 – Colorado Centre
700 – Black Forest	2100 – Air Force Academy	3500 – Hanover
800 – Green Mtn Falls	2200 – Tri Lakes	3600 – Peyton
900 – Crystal Park	2300 – Schriever AFB	3700 – Tri County
1000 – Manitou Springs	2400 – Cheyenne Mtn AFB	3800 – Edison
1100 – IMT	2500 – CSU Wildland	3900 –
1200 – CSFD (plain)	2600 – CSU OEM	4000 – El Paso County OEM
1300 – Cimarron Hills	2700 – Peterson AFB	4700 – NE Teller

- Infrequent users of the Radio System can use their normal department designator preceded by department name. Example: "CSFD Engine 19"
- Specialty resources will use their common designator. Example: "LifeGuard 3"
- Department Officers will use only their century system designator. Example: "300", "2004", etc. Apparatus will only use their century system designator. Example: "1310", "540", etc.

APPENDIX 5

CONCISE SCRIPTED RADIO PHRASES

It is extremely important that all users of the radio system keep radio transmissions short and concise. The following are examples of concise radio transmissions that are strongly encouraged for users to follow. Users may continue to hail dispatch by prefacing their transmissions, and vice versa.

- A. Status Changes: Status changes will be made by identifying the unit century system number and the status. Verbiage such as "Show me", "I'll be" or "Go ahead and" is unnecessary. Dispatch does not need the number of personnel on board of a responding apparatus. This information will be documented if it is provided. Examples:

1. Responding/On Scene:

Example: "2211 responding to Beacon Lite Rd MDC"
"111 responding to Brockdell Dr"
"2112 on scene MDC"
"311 on scene"

2. Acknowledging Call for Service:

Example: "3600 acknowledging page"

3. Ambulance transport: The transporting ambulance must provide the destination location and advise if it changes while they are en route. If the Fire District needs the mileage documented by dispatch, the transmission must be concise. Dispatch does not need to know if the unit is transporting emergent or non-emergent, the number of patients transported or the number of personnel on board.

Example: "781 en route Memo North MDC, beginning mileage 3.2"
"181 en route Penrose Main"
"131, 181 is en route Memo Central, all other units clear"
"2231, 2281 is en route St. Francis" (dispatch will leave all other units on scene because they have not called clear)

4. Clearing the scene: There is no need to advise a unit is "Clear and en route quarters". If a unit advises they are clear, dispatch will assume they are en route to quarters unless they are advised that the unit will be en route to a different location or responding to a different incident.

Example: "542 clear MDC"
"3610 clear"

5. Calling in quarters:

Example: "760 back at quarters MDC"
"3540 back at quarters"

- B. Requests: Requests made to dispatch will be made by identifying the unit century system number/command name of the requestor and the exact request. Verbiage such as "Can you please" or "Go ahead and" is unnecessary.

Example: "Dispatch, Woodcarver Command, have CSU respond to shut the gas off."

- C. Arrival Reports: Arrival reports should be brief and include only information that is relevant to dispatch or other responding units. Air the staging location, if applicable. Command location and

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building type/construction is not needed (unless it is an unusual situation). This additional information can be provided on the Fire District's TAC Talkgroup or C Zone/operational Talkgroup.

Example: "2211 on scene MDC, smoke showing, working fire, 2211 is command, switching to C3, staging is at Baptist/Woodcarver."
"313 on scene, flames from second floor window, dispatch the East Group for a working fire, 313 is command, switching to C2."

1. For NFPA/accredited agencies, the arrival report (initial radio report) will consist of the five required points of information (Unit name, location, command name, advise on Alpha side, and staging location.)

Example: "2111 on scene 6260 Sunflower Dr. 6260 is a single story non-combustible facility. 2152 is establishing command, command will be on the Alpha side, Alpha side will be the east side, staging will be on Pine Dr."

- D. Once units arrive on scene, they should switch to their assigned agency or C Zone Talkgroup to coordinate with other units. The Incident Commander (or at least one apparatus) should keep one radio on EPSO RED or SCAN to listen for updates from dispatch.

Example: "311 on scene, switching to C2"

MEMORANDUM OF UNDERSTANDING

The El Paso County Sheriff's Office agrees to allow _____ to transmit and receive on the following departmental Talkgroups under the control of the Sheriff for emergency response coordination:

EPSO RED – Primary County Fire Dispatch
EP SILVER – Secondary County Fire Dispatch and Emergency Button Talkgroup
EPSO OEM – El Paso County Emergency Operations Center Talkgroup
EPSO SAR – El Paso County Search and Rescue Operational Talkgroup
EPSO FM – El Paso County Fire Marshal Operational Talkgroup

Signature of the Memorandum of Understanding indicates that the agency/department agrees to abide by the El Paso County Fire Radio System Policies and Procedures (enclosed) as adopted by the Sheriff.

Name/Title (printed)

Agency

Signature

Date

Bill Elder, Sheriff

Date