RADIO COMMUNICATIONS

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8.0 INTRODUCTION

The Department radio facilities consist of various radio systems and portable Handi-Talkies. In this chapter the Department's radio systems are described, and the procedures, operating instructions, and code signals involved in radio use are presented. In addition, the duties and responsibilities of dispatchers and uniformed members involved in radio communications are specified.

8.1 RADIO COMMUNICATIONS NETWORK

8.1.1 The Fire Department radio is only to be used for official communications by authorized persons and in accordance with Federal Communications Commission regulations and the provisions of this Manual.

8.1.2 The objective of the radio system is to insure the rapid, accurate exchange of information between the dispatcher and mobile units.

8.1.3 The FM radio system includes base transmitters, base stations, control consoles, fixed receivers, two-way mobile units and Field Communications Units. It comprises five separate radio networks, four controlled from each Borough communications office and one Citywide network.

CHANNEL NETWORK CALL LETTERS

1 Citywide KEB 523 (controlled from Manhattan)
2 Queens KEB 526
3 Brooklyn KYE 990
4 Manhattan KEB 524
5 Bronx KEB 962
5 Staten Island KEB 527

8.1.4 Operators of radio-eqipped vehicles must maintain contact with the appropriate Borough dispatcher at all times. Only one conversation may be conducted on each network at any one time.

8.2 RADIO PROCEDURES

8.2.1 Dispatchers are responsible for maintaining discipline on the air and determining message priority. Dispatcher orders must receive prompt compliance.

8.2.2 Radio conversation should be brief and concise. All unnecessary repetition and pleasantries should be avoided. Lengthy messages should be transmitted by telephone. Radio users are to be courteous, but expressions of courtesy should be avoided in the interest of brevity. Indecent and profane language are prohibited.
8.2.3 Radio announcements by members and dispatchers indicating the address and location of fire and emergency operations should be specific, and include the nearest intersecting street or avenue.

8.2.4 Use a normal conversational tone when transmitting radio messages. Numbers, including identities of units, alarm boxes, street locations, and Department automobiles shall be transmitted digit-by-digit. The only exception is for radio code signals.

EXAMPLE: Car one-oh, Engine three-one-oh, box one-oh-nine-oh.
If a unit is relocated, give its original identity first, followed by the words "acting" and the appropriate branch of service and unit number.

EXAMPLE: "Ladder 9 acting Ladder 2"

8.2.5 The name or unit number of a member with a minor injury may be transmitted over the Department radio after requesting "Mixer off."

8.2.6 Signal 10-45 shall not be used to indicate a fatality or injury to an on-duty member. In lieu, initial notification of a fatality or serious injury to an on-duty member shall be made to the dispatcher via a "Mixer off" message. (This notification shall not include the name or unit number of the fatally or seriously injured member and shall be followed immediately by a telephone notification with full particulars). As soon as possible thereafter, particulars shall also be telephoned to the Fire Department Operation Center.

8.2.7 The preliminary "TEN" is used in all cases as an audible, attention focusing signal. The coded signals shall always be enunciated as whole numbers.

EXAMPLE: "10-18" – Ten-Eighteen
"10 75" – Ten Seventy-Five

Each transmission requiring a reply must conclude with the letter "K." The "K" means: "This is the end of my message to you and a response is necessary. Go ahead, transmit."

Enunciate the "K" as a letter in the alphabet.
8.2.8 The following alphabet code is used to ensure accuracy and to expedite radio communications:

<table>
<thead>
<tr>
<th></th>
<th>ADAM</th>
<th>J</th>
<th>JOHN</th>
<th>S</th>
<th>SAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>BOY</td>
<td>K</td>
<td>KING</td>
<td>T</td>
<td>TOM</td>
</tr>
<tr>
<td>B</td>
<td>CHARLES</td>
<td>L</td>
<td>LINCOLN</td>
<td>U</td>
<td>UNION</td>
</tr>
<tr>
<td>C</td>
<td>DAVID</td>
<td>M</td>
<td>MARY</td>
<td>V</td>
<td>VICTOR</td>
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<td>D</td>
<td>EDWARD</td>
<td>N</td>
<td>NORA</td>
<td>W</td>
<td>WILLIAM</td>
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<td>E</td>
<td>FRANK</td>
<td>O</td>
<td>OCEAN</td>
<td>X</td>
<td>X-RAY</td>
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<tr>
<td>F</td>
<td>GEORGE</td>
<td>P</td>
<td>PAUL</td>
<td>Y</td>
<td>YOUNG</td>
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<tr>
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<td>IDA</td>
<td>R</td>
<td>ROBERT</td>
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<td>J</td>
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</tr>
</tbody>
</table>

EXAMPLE: Fire reported in apartment 3 Boy.

8.2.9 Key words and phrases have been developed to achieve brevity and standard phraseology.

**KEY WORD OR PHRASE** | **MEANING**
---|---
Urgent: | All radio traffic shall cease. An urgent message is to be transmitted.
Carrier On: | This is used for test purposes only. The carrier of this transmitter will be on the air for the next ten seconds. After saying "Carrier on," the operator shall press the transmitter button for the next ten seconds without speaking. Radio mechanics use these code words to request base stations or mobile units to place "Carrier on" for frequency tests.
Correction: | "An error has been made: correct message is..."
Mixer Off: | "Mixer off" messages can only be transmitted by mobile units. For reasons of security or discretion, the Radio Dispatcher will ensure that the mobile unit's transmissions, following this announcement, will not be put on the air. Since information transmitted from the scene of an incident may be critical to all concerned, the Radio Dispatcher shall not switch the "Mixer off", unless specifically requested to do so by the unit transmitting the message. If in the dispatcher's experience, he or she believes the mixer should be off for confidentiality purposes, the unit transmitting the message shall be asked if the mixer should be switched off. The Radio Dispatcher shall switch the "Mixer off" if the names and/or units of injured members are being received, and/or information associated with the transmission of a 10-41 is being received.

Stand by to write: | "A message requiring recording in writing follows."
That is wrong: | "The message-just transmitted is incorrect."

8.3 DISPATCHERS' OPERATING INSTRUCTIONS

8.3.1 Radio consoles and related equipment shall be operated in accordance with instructions issued to dispatchers.

Radio consoles are operated so that both sides of all two-way conversations are broadcast, except where the need for security or better operating conditions exists. In such cases the dispatcher announces, "Mixer off." If the calling party requests "Mixer off", the dispatcher complies by placing mixer in "Off" position and announces, "Mixer now off."

8.3.2 If radio traffic becomes congested, the dispatcher may sound a tone dash attention signal to designate the unit that is to transmit. The dispatcher uses the same signal when the unit called does not answer promptly. Alerted by the tone dash, mobile unit operators are guided by the dispatcher's transmission.

8.3.3 When required, alarms shall be announced twice over the Borough network approximately 75 seconds after the initial alarm transmission.

8.3.4 When one or more units are in service on the air and are assigned to respond to an alarm, the dispatcher immediately selects and notifies the unit or units to respond. This notification must be promptly acknowledged. Units shall not respond unless directed by dispatcher.

EXAMPLE:
Dispatcher (D) "Attention Engine 6, Engine 10, Battalion 2. Respond to Manhattan, Box 125, South Street and Robert F. Wagner Place. Engine 6, acknowledge, K."

Mobile unit (M) "Engine 6, 10-4."
D "Engine 10, acknowledge, K."
M "Engine 10, 10-4."
D "Battalion 2, K."
M "Battalion 2, 10-4."
D "Manhattan Box 125, South Street and Robert F. Wagner Place; Dispatcher Number 000; Time 00:00."

Strict adherence to this method of notification is required.

8.3.5 Responsibility for the selection and notification of units rests with the dispatcher. This selection is based on unit status. Units shall maintain a current status via MDT, AT/SP, or PC/ATS. A unit with a non-operable MDT must maintain current status with the dispatcher using the Department radio. When in quarters, a unit with a non-operable AT/SP or PC/ATS must maintain current status with the dispatcher though the use of the Department telephone.

8.3.6 During periods of unusual fire traffic, units en route to an alarm may be redirected by the dispatcher to another alarm except when the original alarm assignment specifies that a "full assignment" shall respond at all times. Whenever units are redirected, Chief Officers must be notified.
8.3.7 Upon receipt of an Officer's preliminary report that one Engine company and one Ladder company are operating, and no companies are standing fast, the balance of the responding companies shall be considered in service. Companies reported standing fast are not to be considered in service until the Incident Commander reports their release.

8.4 MOBILE UNIT OPERATORS' INSTRUCTIONS

8.4.1 Members shall familiarize themselves with the operation and care of radio units providing communications service to apparatus and vehicles.

8.4.2 To accomplish proper transmission, hold the handset in conventional manner and, when no other communication is in progress, press the button on the handset and announce: "Name of unit (number) to (Borough)". The handset button must be released after each transmission to receive acknowledgment.

When acknowledgment is received, press the handset button at once and transmit your message. When the message is completed, release the handset button to receive a reply. Your call will be considered terminated when the dispatcher acknowledges receipt of message and concludes with "Dispatcher Number 000, Time 00:00."

8.4.3 In the event a first call is not acknowledged within 30 seconds, press the handset button and repeat the call. Do not make more than three attempts to contact the dispatcher. If the third call is not acknowledged, assume the radio is inoperative and transmit your message from another mobile unit. If no radio response is received after three attempts have been made from another mobile unit, or there are indications of a problem with the borough radio frequency (dead air), the member operating the radio shall switch to the citywide frequency and advise the citywide radio dispatcher of the difficulty being encountered on that borough frequency. Upon receipt of this message, the citywide radio dispatcher shall verify the operability of that borough frequency and advise the unit accordingly. If the member is unable to communicate with the citywide dispatcher by radio, contact the borough or citywide dispatcher via telephone.

8.4.4 Radio contact with the dispatcher shall be maintained by mobile unit operators while 10-8, while responding to, operating at, and returning from alarms; and at all other times while in service on the air. Facilities for recording information shall be kept available.

While responding to an alarm, careful attention shall be paid to transmissions and orders relative to that alarm in case special orders are given.

To maintain contact with the dispatcher while 10-8 and all members are outside the apparatus, the Public Address (PA) element of the apparatus radio can be utilized. This may occur while units are on MUD, AFID or other times when it is necessary for all members to be outside the apparatus. When utilizing the apparatus PA to monitor the Department Radio, units must pay particular attention to their immediate surroundings and exercise discretion, especially when in the vicinity of hospitals, churches, schools and residential areas. When multiple units are 10-8 and engaged at the same location, the officer in command must designate one unit as the radio contact for all units.
8.4.5 Handie-Talkies and cell phones shall not be used within 150 feet of vehicles transporting explosives, explosive magazines, or areas where blasting operations are in progress. Apparatus, Post and Marine radios shall not be operated within 300 feet of such areas. Officers of all units shall familiarize themselves with locations where explosives are being transported, stored, or used within their administrative district and response areas.

Units responding to emergencies for reported explosive devices shall follow the distance guidelines stated above. In addition, Handie-Talkies shall not be operated in a building in which police personnel are searching for an explosive device.

8.4.6 Apparatus radios are protected from the occurrence of a "stuck button". If the transmitting button on the apparatus radio is depressed for longer than one minute, an audible signal will alert the user that the transmission has been automatically interrupted. To transmit a lengthy message, it is necessary to release and re-depress the transmitting button at intervals of one minute or less.

8.5 RADIO CODE SIGNALS

Radio code signals may be transmitted without sub-codes unless the statement "(Code Required)" appears.

All preliminary reports, or requests for additional assistance, must include the rank, name, and unit of the Officer.

10-1 Call your Quarters or Other Unit
A unit is to call its quarters or other unit by telephone.

10-2 Return to Quarters
A unit is to return to quarters.

10-3 Call Dispatcher by Telephone
A unit is to telephone the dispatcher.

10-4 Acknowledgment
The message has been received, understood, and will be complied with.

10-5 Repeat Message
The message was not understood and should be repeated.

10-6 Stand By
A short pause in transmission will follow.

10-7 Verify Address/Location
The verification of an address or location is requested. Verification request shall be specific in nature, e.g., "10-7, Box 9999, Address does not exist".
10-8  **In-Service by Radio**

A unit leaving the scene of an incident where it had either operated or stood fast is on the air and available. This signal is also used when the AT/SP or PC/ATS is not in service and a unit is leaving quarters. This signal is not used when unit is leaving quarters for non-emergency response.

**Code 1:** Used only by a Division or Battalion to indicate it is in-service by radio when leaving a quarters other than its own at which it had been off the air and to which its alarms had been routed.

**Code 2:** Used by any unit to indicate it is on the air outside its response area. When the unit returns to its response area, the dispatcher must be notified again using 10-8.

10-9  **Off the Air**

A unit will be out of radio contact. (State the reason: entering tunnel; visiting quarters; at a fire or emergency, etc.). A 10-8 is to be transmitted, with code if necessary, when radio contact is re-established.

10-10  **Unit Location**

A request is made for a unit's location. The unit is to acknowledge by giving its present location.

10-11  **Radio Test Count**

A unit is to count from one to eleven for test purposes.

10-12  **Preliminary Report**

A request by a Chief Officer or dispatcher for a preliminary report by the first arriving unit. The dispatcher shall relay the report to responding units.

10-14  **Roster Staffed Engine Company**

When an engine company staffed with an Officer and four Firefighters is assigned to a structural response, the Firefighter on housewatch, if unit is in quarters, shall acknowledge receipt of the alarm via the 10-14 button at the AT/SP or PC/ATS.

10-18  **Return all Units, except 1 Engine AND 1 Ladder**

Transmitted for a fire or emergency, when in the judgment of the Incident Commander, conditions indicate that 1 Engine AND 1 Ladder Company are required. No further assistance is necessary. If the required unit(s) has not arrived, the dispatcher shall be notified to have the required unit(s) continue responding to the location. Other responding units shall return to quarters or previous activity.

The Battalion Chief need not continue to the scene after a 10-18 has been transmitted unless deemed necessary. This decision must be based, in part, on the experience level of the Officer transmitting the signal. Battalion Chiefs are to notify the dispatcher that they are 10-8 when not continuing in on a 10-18.
10-19  **Return All Units, Except 1 Engine OR 1 Ladder**
Transmitted for a fire or emergency, when in the judgment of the Incident Commander, conditions indicate that 1 Engine OR 1 Ladder Company is required. No further assistance is necessary.

If the required unit has not arrived, the dispatcher shall be notified to have that unit continue responding to the location. Other responding units shall return to quarters or previous activity.

The Battalion Chief need not continue to the scene after a 10-19 has been transmitted unless deemed necessary. This decision must be based, in part, on the experience level of the Officer transmitting the signal. Battalion Chiefs are to notify the dispatcher that they are 10-8 when not continuing in on a 10-19.

10-20  **Proceed at Reduced Speed**
Responding units are to proceed at reduced speed. No warning devices are to be used and all traffic regulations are to be observed.

10-21  **Brush Fire**
A fire in grass, brush etc.

10-22  **Outside Rubbish Fire**
A fire in outside rubbish that has not extended to a building.

10-23  **Abandoned/Derelict Vehicle Fire (ADV)**
A fire in a vehicle that has no value other than salvage and no owner can be located.

10-24  **Auto Fire**
A fire in a vehicle with plates or in any vehicle having a value greater than that of salvage.

10-25  **Manhole or Transformer Fire or Emergency**
Any type of manhole or transformer fire or emergency.

**Without Code:** Situation other than as described in Codes 1, 2, 3, or 4.

**Code 1:** Fire has extended from a manhole, conduit, or transformer into a building.

**Code 2:** Fire has blown one or more manhole covers, or smoke is issuing from a manhole under pressure.

**Code 3:** Smoke is seeping from a manhole.

**Code 4:** Fire or smoke condition from a transformer at any location.
*Note: i.e., pole, vault, room, etc.*

**Note:** Utility Company will dispatch an emergency crew immediately upon receipt of a Code 1 or Code 4 signal.
10-26 **Food on Stove**
Food on the stove or other form of cooking carelessness.

10-27 **Compactor or Incinerator Fire**
Fire has not extended from compactor or shaft.

10-28 **Subway or Railroad System - Fire, Emergency (non-medical) or Smoke Condition**

- **Code 1:** Structural fire
- **Code 2:** Non-Structural fire (e.g. train fire, rubbish on the tracks, etc.)
- **Code 3:** Emergency (non-medical)

10-29 **Elevator Emergency**

- **Code 1:** Occupied
- **Code 2:** Unoccupied

10-31 **Assist Civilian**
All calls for assistance other than medical assignments, including a unit assigned to protect EMS by diverting or blocking traffic at a highway incident, good intention calls, calls handled by other agencies, any type of investigation, searches and complaints, and lock-outs. Chapter 4 Section 1.3 of the New York Fire Incident Reporting System (NYFIRS) lists incidents and situations codes.

**NOTE:** The 10-31 signal shall not be utilized for any incident/emergency involving evaluation of structural stability, any operation involving a rescue or mitigation effort, or any type of hazardous condition.

10-32 **Defective Oil Burner**
Fire has not extended from the firebox.

10-33 **Odor Condition**

- **Code 1:** Odor of smoke. A smoke condition caused by a nearby working fire or fires such as barbecues, salamanders, etc.
- **Code 2:** Any other type of odor.

10-34 **Sprinkler System Emergency**
Any type of sprinkler system emergency.

- **Code 1:** Defective sprinkler device or system (defective alarm valve, broken pipe, etc.)
- **Code 2:** Unwarranted sprinkler alarm- Not defective (surge in pressure, people working on the system, etc.)
- **Code 3:** Sprinkler has been activated by heat source not associated with an accidental fire.
Unwarranted or Unnecessary Alarm System Activation

Any alarm system activation that is unwarranted or unnecessary, excluding a sprinkler system alarm (use 10-34 Code 1, 2 or 3) or an alarm system activation resulting from a utility power fluctuation (use 10-40 Code 2).

No Code – Unwarranted alarm.
Alarm system activation caused by the defective condition of alarm device, equipment or system. (e.g., low battery condition, alarm activations without a known cause or when no condition is found warranting an emergency response).

Codes 1-4 - Unnecessary alarm.
Alarm device, equipment or system operating properly but unnecessarily activated by lack of due care. DO NOT use this code when there is a fire or other condition warranting an emergency response.

Code 1: Unnecessary alarm caused by alarm system testing or servicing.
Code 2: Unnecessary alarm caused by construction activities.
Code 3: Unnecessary alarm caused by ordinary household activities (toast, steam, aerosol spray).
Code 4: Unnecessary alarm caused by other known cause. (e.g., alarms resulting from cigarette smoking in unauthorized areas). When this code is used, a NYFIRS report must be completed setting forth the cause of the unnecessary alarm and the relevant particulars.

Select appropriate code based on best information available, whether observed by or reported to responding unit.

Vehicle Accident or Emergency

Code 1: Vehicle accident or emergency requiring washdown
Code 2: Vehicle accident, no injuries and no washdown
Code 3: Vehicle accident with injuries
Code 4: Vehicle accident, with or without injuries, with a trapped victim requiring extrication
No Code: Vehicle emergency other than described above
10-37 Medical Assignment Not Associated with Fire Operations

Code 1: Victim deceased.

Code 2: Victim/Patient is NOT breathing and requires resuscitation or may be suffering from a serious, apparently life threatening injury or illness.

Code 3: Victim/Patient IS breathing and suffering from a non-serious, apparently not life threatening injury or illness.

Code 4: Medical assignment where the unit is 10-84, has no patient contact and EMS is on-scene.

Note: Signal 10-45 with appropriate sub-code shall be transmitted in lieu of signal 10-37 for thermal burn injuries which occur as a direct result of heat from a flame.

The officer transmitting signal 10-45 for this type of burn injury shall request the response of a Battalion Chief to the scene.

Where doubt exists as to which signal to transmit, a Battalion Chief shall be requested to respond to the scene.

10-38 Carbon Monoxide Response

Any type of Carbon Monoxide Response

Code 1: Detector Activation: Carbon Monoxide Investigation (low battery, defective detector, unwarranted alarm, etc.)

Code 2: Detector Activation: Carbon Monoxide Incident (CO Meter Reading of 1-9ppm)

Code 3: Detector Activation: Carbon Monoxide Emergency (CO Meter Reading of greater than 9ppm)

Code 4: No Detector Activation: Carbon Monoxide Incident or Emergency (Specify) e.g.: no detector present in affected area, detector present in affected area, but did not activate.

10-39 FD Standing By

FD Units standing by at interagency incident, e.g. standing by at a suspicious package.

10-40 Utility Emergency

Code 1: Gas Emergency (Gas main leak, Gas leak in structure, Defective gas appliance, etc.)

Code 2: Electrical Emergency (Wires Down, Sparking Fixture, Short Circuit, etc.)

Code 3: Water Condition - any type of water leak or flooding condition

Code 4: Steam Leak - any type of steam leak
10-41 **Fire Marshal Investigation Required (Specify Code)**

**Code 1:** Occupied Structure or Vehicle
A structure (commercial, residential, public), or vehicle (car, bus or train) which is occupied at the time of the fire. This also includes a vacant apartment in an occupied building, or a store with a dwelling above, or an occupied detached garage, shed or similar structure.

**Code 2:** Unoccupied Structure
A structure (commercial, residential, public), normally occupied which is unoccupied at the time of the fire.

**Code 3:** Unoccupied Vehicle
A vehicle, (car, bus or train) with or without plates, which is unoccupied at the time of the fire.

**Code 4:** Vacant Structure, or Structures not intended for Dwelling Purposes.
Examples include, but are not limited to the following: Vacant buildings, buildings under construction/demolition, detached garages, sheds or similar structures.

Note: If any of the above are occupied at the time of the fire, transmit Code 1.

The Incident Commander must notify the dispatcher by radio that the fire is suspicious prior to leaving the scene. If, after leaving the scene, information becomes available which indicate that the fire is suspicious, the Incident Commander shall immediately notify the dispatcher and the Bureau of Fire Investigation, by telephone, that the fire has been declared suspicious.

10-42 **Any Downed Tree Incident or Emergency**
Provide description to dispatcher and if Parks Department or electric utility is required.

10-43 **Any non-fire related rescue; any person(s) rescued/removed from a dangerous situation**
NOTE: 10-43 is a disposition code, not a request for resources and shall not be transmitted in lieu of 10-60, 10-75 or other signals.

10-44 **Request for Ambulance**
A request for an ambulance response from the EMS Command. Specify the reason and type (when possible).
10-45 Civilian DOA or Serious Injury (Fire Related ONLY)

At the scene of fire operations, including vehicle fires, the signal 10-45 shall be transmitted upon the discovery of any fatality or injured civilians as a result of the fire operation. The Incident Commander shall then have this information transmitted over the Department radio as soon as possible.

After the initial transmission(s) of signal 10-45, the Incident Commander shall, as conditions allow, consult with the Medical Group Supervisor or Branch Director as to the condition of the injured civilians removed from the fire area. The IC shall also confirm that the number of patients and/or fatalities match the number of 10-45s transmitted. Once the status and number of fatalities and patients has been confirmed, the IC shall transmit the appropriate codes for each 10-45 transmitted, given to him/her by the Medical Group Supervisor or Branch Director.

The Bureau of EMS color tags their patients for treatment as follows:

<table>
<thead>
<tr>
<th>Patient Condition</th>
<th>Color Tag</th>
<th>Code Transmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deceased</td>
<td>Black</td>
<td>Code 1</td>
</tr>
<tr>
<td>Life Threatening Injury</td>
<td>Red/</td>
<td>Code 2</td>
</tr>
<tr>
<td>Non-Life Threatening Injury</td>
<td>Orange/Yellow</td>
<td>Code 3</td>
</tr>
<tr>
<td>Non-Serious Injury/Ambulatory</td>
<td>Green</td>
<td>Code 4</td>
</tr>
</tbody>
</table>

Notes:
Signal 10-45-Code 3 and 4 do not require the submission of a BF-19 as per ABC 3-86.

Signal 10-37 with any code shall not be used at any fire operation.

Other than to address any patient number discrepancies, the 10-45 shall not be cancelled once it is transmitted.

Signal 10-45 shall not be used to indicate a fatality or injury to an on-duty member. **In lieu, initial notification of a fatality or serious injury to an on-duty member shall be made to the dispatcher via a "Mixer off" message.** (This notification shall not include the name or unit number of the fatally or seriously injured member and shall be followed immediately by a telephone notification with full particulars). As soon as possible thereafter, particulars shall also be telephoned to the Fire Department Operation Center.

10-46 Maritime Fire or Emergency

**Code 1:** Any fire in maritime environment (example: vessel, dock, pier)

**Code 2:** Emergency in maritime environment

Examples: Vessel in distress, person(s) in the water removed by Marine personnel, hazard to navigation, hazardous materials incident in maritime environment.

10-47 Police Response

Police assistance is needed for crowd or traffic control, security, apprehension, etc. The dispatcher shall be advised of the specific reason for the request.

10-48 Police Response for Harassment

Firefighters are being harmed and Police assistance is needed immediately.
10-51  **Suspension of Outside Activities**
Transmitted over Department radio, voice alarm, and teleprinter when outside activities are suspended.
When conditions "that caused suspension of outside activities no longer exist, the following message will be transmitted by Department radio, voice alarm and teleprinter:
"All units resume outside activities forthwith."

10-60  **Major Emergency Response**
Major Emergency Incident e.g. collapse of a private dwelling, derailment of a subway car.
The total response will be:
5 - Engine Companies
4 - Ladder Companies (3rd Ladder assigned as FAST Unit)
4 - Battalion Chiefs
  - One Battalion Chief shall be designated Resources Unit Leader
  - One Battalion Chief shall be designated Safety Officer
1 - Deputy Chief
1 - Rescue Task Force - which includes 1 Rescue Co., 1 Collapse Rescue, 1 Squad Co. w 2nd Piece, 1 SOC Support Ladder (When a Collapse Rescue is transported by a SSL, no additional SSL is required) 1 Haz-Tac Officer and 1 Rescue Paramedic Unit.
1 - Additional Rescue Co.
1 - Rescue Battalion
1 - Safety Battalion
1 - Tactical Support Unit
1 - SOC Logistics Support Unit
1 - SOC Compressor Unit
1 - Con Edison Vacuum Truck
1 - Haz-Mat Battalion
1 - Haz-Mat Company #1
1 - Haz-Mat Technician Engine Company
1 - Communication Unit
1 - Field Communications Unit
1 - Recuperation and Care (RAC) Unit
1 - Public Information Officer

**Note:** Requests from the IC for additional resources above a 10-60 will require the establishment of a Staging Area. An additional Battalion Chief will be assigned and designated as the Staging Area Manager.
10-60 Code 1 / Major Emergency Response – Enhanced 2nd Alarm

Large Scale Major Emergency Response - Additional Technical Rescue Resources Required

Note: Dispatcher shall transmit 2nd Alarm if not transmitted prior to the 10-60 Code 1.

The total response will be:

10-60 assignment plus:
5 - Additional Engine Companies
3 - Additional Ladder Companies
2 - Additional Battalion Chief’s –
  • One Battalion Chief shall be designated as needed. (Ex. Sector Supervisor, Street Coordination Manager, Strike Team Leader, etc.)
  • One Battalion Chief shall be designated Staging Area Manager and a Staging Area shall be established.
1 - Additional Deputy Chief
1 - Additional Rescue Task Force. (When the 2nd Rescue Task Force is assigned, it will not include a Rescue Co. The additional Rescue previously assigned on the 10-60 fulfills this requirement.)
1 - Air Recon Chief
1 - Satellite Unit
1 - SOC Dewatering Unit
1 - Mobile Command Center

In addition to EMS resources originally assigned on initial response, resources assigned on a Signal 10-60, including Code 1 are:
1 - EMS Division Chief
2 - EMS Conditions Officers
1 - Haz-Tac Officer
1 - ALS Ambulance
1 - Rescue Paramedic Unit
1 - Major Emergency Response Vehicle (MERV)
1 - Mobile Respiratory Treatment Unit (MRTU)

Note: The IC may special call additional resources after transmitting Signal 10-60 or Signal 10-60 Code 1. Examples are:

• Individual Resources
• Victim Removal Group:
  Defined as 3 Engines, 2 Ladders and 1 Battalion Chief, whose primary duty is the removal of victims via skeds, stokes, etc. The IC may choose to utilize these companies as individual resources.
• Additional Rescue Task Forces
• Additional Alarms
  A second or higher alarm following the transmission of a 10-60 signal will require only the balance of engines, ladders and chief officers needed to fulfill the requirement for the multiple alarm.
**10-66 Missing, Lost, Trapped, or Seriously Injured Member and Additional Resources are Required**

Transmission of signal 10-66 will automatically cause the response of the following:

The next higher full alarm assignment, and response of all of its associated resources
2 Battalion Chiefs in addition to those assigned as part of the extra alarm:
- The first Battalion Chief shall be designated as the FAST Group Supervisor
- The second Battalion Chief shall be designated as the Firefighter Locator Officer

**Note:** These positions may already be filled by on-scene Chief Officers, in which case the IC may re-designate these additional BCs. Acting Battalion Chiefs shall not be assigned to respond as a FAST Group Supervisor or FF Locator Officer.

1- Rescue Task Force (which includes 1 Rescue Co., 1 Collapse Rescue, 1 Squad Co. w 2nd Piece, 1 SOC Support Ladder (When a Collapse Rescue is transported by a SSL, no additional SSL is required) 1 Haz Tac Officer and 1 Rescue Paramedic Unit)
1 Additional FAST Unit
1 CFR Engine Company (additional, if one was previously assigned, i.e., 10-76 or 10-77)
1 Communications Unit

Public Information Officer, if not previously assigned

Additional EMS resources assigned on signal 10-66 include:
1- EMS Division Chief
2- EMS Deputy Chiefs
1- EMS Haz-Tac Officer
1- BLS Ambulance
1- ALS Ambulance
1- OMA Response Physician

If the next higher alarm transmitted is a 2nd alarm, an additional Battalion Chief shall be assigned and designated as the Staging Area Manager and a Staging Area shall be established.

**Note:** If there are indications that members are missing/lost/trapped/or seriously injured as a result of a collapse, signal 10-60 must also be transmitted in addition to signal 10-66.
**10-70 Water Supply Is Required**

A notification that the first arriving engine does NOT have a positive water source. This shall be an "urgent" message to the dispatcher from the unit transmitting the signal. It will also require an "urgent" HT transmission to all units on the scene. Examples of situations that would require a 10-70 include:

1. Dead or Frozen Hydrant
2. Unable to Access a Hydrant
3. Unable to Hookup to a Hydrant
4. Insufficient Hydrant Pressure
5. No Water/Insufficient Pressure at Standpipe Outlet

The second arriving engine will be designated the “Water Resource Unit” and must be prepared to initiate water supply operations compatible with conditions encountered at the scene. Their primary objective is to assist the first arriving engine to obtain a positive water source. Options include:

- In-Line Pumping
- Water Relay
- Check standpipe system for open valves, broken pipe, check valves, etc.

When signal 10-70 is transmitted the Dispatcher shall:

- Announce over the borough frequency that signal 10-70 has been transmitted for that box.
- Notify the second arriving engine that they are designated the "Water Resource Unit."
- Notify the IC of the identity of the designated Water Resource Unit.

When a reliable and uninterrupted flow of water has been supplied to the nozzle at the correct operating pressure, the IC shall notify all units on the scene and the borough dispatcher.

**10-75 Notification of a Fire or Emergency**

A notification signal transmitted when, in the judgment of the Incident Commander, conditions indicate a fire or emergency that requires a total response of the following units:

4 - Engine companies 1 - RAC Unit
3 - Ladder companies (3rd Ladder assigned as FAST Unit)
2 - Battalion Chiefs 1 - Rescue company
1 - Deputy Chief 1 - Squad company

The Officer transmitting 10-75 shall also state if it is for a fire or emergency and if a building is involved, state:

1. **Location** of fire - What floor?
2. **Height** of building - How many stories?
3. **Type** of building - What kind of occupancy?

Example:

10-84 10-75, Box 111, we have fire on the 5th floor of a six story tenement.

EMS resources assigned on a 10-75 include:

1 - Conditions Officer
1 - BLS ambulance 1 - ALS ambulance

**Note:** 10-75 transmitted for incidents below grade in facilities other than buildings (e.g. subway, tunnels, terminals, etc.) shall require the response of a Communications Unit.
10-76 Notification of a Fire in a High-Rise Building

A High-Rise Building includes all buildings 75 feet or more in height. A notification signal transmitted when, in the judgment of the Incident Commander, conditions indicate a fire in a high-rise commercial building requires a total response of the following units:

4 - Engine companies
5 - Ladder companies (3rd Ladder assigned as FAST Unit)
4 - Battalion Chiefs 1 - Mask Service Unit (MSU)
1 - Deputy Chief 1 - Safety Operating Battalion
1 - Rescue company 1 - Rescue Operations Battalion
1 - Squad company 1 - Safety Officer (5th due Battalion Chief)
1 - CFR-D Engine company 1 - High-Rise Support Unit
1 - RAC Unit 1 - Tactical Support Unit (TSU)
1 - Communications Unit 1 - Public Information Officer
1 - Field Communications Unit (FCU)
1 - Lobby/Systems Control Unit

EMS resources assigned on a 10-76 include:
1 - Division Captain 2 - Conditions Officers
1 - BLS ambulance 1 - ALS ambulance

Upon transmission of a 10-76 for a fire in a Mega High-Rise, an enhanced response of 1 BC and 2 Ladder Companies will be added to the assignment.

10-76 / 2nd Alarm Notification of a Fire in a High-Rise Building

A High-Rise Building includes all buildings 75 feet or more in height. A notification signal transmitted when, in the judgment of the Incident Commander, conditions indicate a fire in a high-rise commercial building requires, in addition to the units assigned on a 10-76, a total response of the following units:

4 - Engine companies 1 - Deputy Chief
2 - Ladder companies 1 - Rescue company
3 - Battalion Chiefs 1 - Satellite Unit

3rd Battalion Chief assigned on the second alarm is designated Resource Unit Leader

Additional EMS resources assigned on a 10-76/Second Alarm include:
1 - Deputy Chief 3 - BLS ambulances
1 - Division Captain 1 - ALS ambulance
1 - Conditions Officer 1 - Haz-Tac Officer
1 - Major Emergency Response Vehicle 1 - Logistical Support Unit
Mobile Respiratory Treatment Unit

Upon transmission of a 10-76 / Second Alarm, the appropriate Battalion Chief shall be designated Air Recon Chief and shall respond in accordance with policy and procedures.
10-77 Notification of a Fire in a High-Rise Multiple Dwelling

High-Rise Building includes all buildings 75 feet or more in height.

A notification signal transmitted when, in the judgment of the Incident Commander, conditions indicate a fire in a High-Rise Multiple Dwelling requires a total response of the following units:

*5 - Engine companies (5th Engine assigned HRN duties)
5 - Ladder companies (3rd Ladder assigned as FAST Unit)
1 - CFR-D Engine company 1 - RAC Unit
3 - Battalion Chiefs Field Communications Unit
1 - Deputy Chief Safety Operating Battalion
1 - Rescue company Rescue Operations Battalion
1 - Squad company 1 - Safety Officer (4th due Battalion Chief)
1 - Ventilation Support Unit

*Every 10-77 will have at least one HRN equipped engine company assigned to the incident.

Upon transmission of a 10-77 for a fire in a Mega High-Rise, an enhanced response of 1 BC, 2 Ladder Companies, 1 Communications Unit and a Lobby/Systems Control Unit will be added to the assignment.

A Second alarm after the 10-77 signal will cause response of the following units:

4 - Engine companies Mask Service Unit
2 - Ladder companies 1 - High Rise Unit
2 - Battalion Chief 1 - Satellite Unit

1st Battalion Chief assigned on the second alarm is designated Resource Unit Leader
1 - Communications Unit (if not already assigned)
1 - Tactical Support Unit (TSU) Photo Unit

Upon transmission of a 10-77 / Second Alarm, the appropriate Battalion Chief shall be designated Air Recon Chief and shall respond in accordance with policy and procedures.

Emergency Medical Dispatch shall be notified of transmission of a 10-75, 10-76, or 10-77. An EMSC ambulance will be assigned to respond, if available. When operating at the scene of one of the above incidents that has produced a patient(s), and EMSC resources have not yet arrived on-scene, the Incident Commander shall request the response of an EMSC Ambulance and Supervisor. The number of patients and the nature of their injury shall also be specified at this time.
10-80 Hazardous Material Incidents
The initial notification by field units of a hazardous materials incident. Transmission of the signal 10-80 will serve to warn responders to proceed with caution to avoid entering a restricted area. The FDNY Incident Commander will transmit the appropriate code after size up and evaluation of the incident.

10-80 No Code
An incident that can be controlled by the on-scene unit(s) and requires no additional resources. The Haz-Mat Battalion (HB01) and Haz-Mat Co. 1 (HM01) can be contacted via the dispatcher, 800 MHz radio, or cell phone for technical information if necessary. HB01 and HM01 may be requested to respond to the incident if necessary.

Guidelines for transmitting Signal 10-80 No Code include:
- Release is of a small quantity (e.g., gas leak in a stove).
- The material and its hazards have been identified.
- Firefighters’ PPE provides adequate protection against the identified hazards.
- Special equipment and specialized training are not needed.

10-80 Code 1
An incident requiring additional resources and/or specialized equipment not carried by regular field units to assist the IC in assessing the hazards and identifying the resources necessary to manage the spill or release.

Units dispatched on a 10-80 Code 1 include:
- Haz-Mat Battalion (HB01)
- Haz-Mat Company 1 (HM01)
- Safety Battalion 1 (SB01)
- Haz-Tac Conditions Officer
- Nearest available Haz-Mat Technician Unit (HMTU)
- Nearest available ALS/BLS Haz-Tac Ambulance

In addition to the units assigned above, the dispatcher shall ensure a total response of the following units:
- 3 - Engine companies
- 1 - Battalion Chief
- 2 - Ladder companies

If people are contaminated, exposed or injured, or the incident involves other hazards, additional resources should be special called by the IC as needed. HB01 can be contacted for guidance as needed, or may recommend resource assignments to the IC based on preliminary and progress reports.

The Borough dispatcher shall make the following notifications upon transmission of Signal 10-80 Code 1:
- Deputy Chief
- FDOC
- EMS Operations
- Department of Environmental Protection (DEP)
- Department of Health (DOH) for Biological or Radiological incidents
- NYPD Operations
10-84 First Unit to Arrive.
The first arriving unit shall immediately transmit a 10-84 via the MDT or Department radio if the MDT is out of service. Other signals should not be given with the 10-84 except where the situation is apparent on arrival. This signal must be followed within 5 minutes by a preliminary report including the appropriate radio code signal or additional information.
Division Commanders and Chiefs within their commands are to take necessary steps to ensure that units are transmitting the 10-84 signal for all responses.
Chief Officers shall transmit a 10-84 upon their arrival at an alarm.
All units equipped with an operational MDT shall, upon arrival at their assigned response locations, transmit a 10-84 by MDT regardless of their order of arrival at the location or the level of alarm to which they are responding (e.g., 2nd, 3rd, 4th, 5th, etc.).

Notes:
1. When units are dispatched to reported non-structural incidents (e.g., auto fires, auto accidents, rubbish fires) in large open areas such as parkways, public parks, railroad tracks, etc., further investigation may be required when the incident is not at the reported location. In these instances the 10-84 shall be transmitted immediately upon arrival at the reported location, and the dispatcher shall be notified that further investigation is taking place.

2. Units encountering what appears to be the reported incident before reaching the reported location (such as highway responses) shall transmit the signal 10-84 and notify the dispatcher so that units responding are aware that the incident may be at this location. In all situations, the Incident Commander is still responsible to insure that the original reported location is checked to verify that there are not 2 separate incidents requiring FD response.

10-85 Fire Marshal requires emergency police assistance (specify reason)

10-86 Alcohol Resistant Foam Operation
Transmitted for a fire or emergency requiring Alcohol Resistant foam concentrate in addition to that carried by units on the scene. The following units are to respond:
3- Foam Tankers and associated engine companies
2- Foam Coordinators (Battalion Chiefs)
1- Foam Manager
1- Satellite Unit and associated engine company
2- Purple K Units and associated engine companies
1- Hazardous Materials Co. 1
1- Hazardous Materials Battalion
1- Hazardous Materials Technician Unit
10-87 High Expansion Foam Operation
Transmitted for a fire or emergency requiring High Expansion foam.
The following units are to respond:
3- Foam Tankers and associated engine companies
2- Foam Coordinators (Battalion Chiefs)
1- Foam Manager
1- Satellite Unit and associated engine company

10-91 Medical Emergency EMS – Fire Unit Not Required
To be transmitted through borough dispatcher by the responding unit for the following reasons:
• Fire Unit is canceled enroute due to EMS on scene.
• EMS downgrades the job to a segment that does not require a Fire Unit response.
Note: This signal shall be used only for medical emergency incidents.

10-92 Malicious False Alarm
Indicates that a false alarm was transmitted with malicious intent.

10-99 Unit Will Be Operating for at least 30 Minutes
An operating unit will be unavailable for at least 30 minutes. The unit is to state the reason it will not be available.

8.6 URGENT RADIO MESSAGES
Radio messages are divided into two general classifications, routine and urgent. The message priority determined by the dispatcher is final. Urgent messages have priority at all times. All units shall cease radio communications when the code word "Urgent" is transmitted. Dispatcher shall notify unit with urgent message to transmit.

8.6.1 Types of Urgent Radio Messages
A. Second or greater alarms
B. Calls for additional companies, ambulances, special units, or "10-75"
C. Dispatcher’s orders to units away from quarters to respond to alarms
D. Deployment of units or important messages to units at fire or emergency operations
E. Report of apparatus breakdown while unit is responding to alarm
F. Transmission of alarms, and broadcast of address of fire
G. Report that unit has stopped to extinguish fire while responding to another alarm
H. Signal 10-70
EXAMPLE:
M "Battalion 77 to Manhattan, Urgent, K"
D "Battalion 77, K"
M "Battalion, 77 at Box 567, by order of Chief Brown, transmit a third alarm, K"
8.7 GENERAL DUTIES OF DISPATCHERS

8.7.1 Citywide and Borough dispatchers broadcast special messages when ordered or required.

A. Signal 65-2 is used to alert the Department to receive radio messages pertaining to administrative or operational matters requiring attention.

B. Signal 65-2 is used to announce by radio the deaths of active uniformed members of the Department, members serving in the Armed Forces, prominent officials of the National, State or City governments, distinguished citizens, or others not covered under signal 5-5-5-5 (Line of Duty death of member).

C. When used to precede an announcement to the entire Department, signal 65-2 must be authorized by the Fire Commissioner, Chief of Department, or Chief in Charge, Bureau of Personnel. Announcements directed to specific areas or units may be authorized by an Assistant Chief or Supervising Dispatcher of the borough concerned.

D. The dispatcher shall announce Citywide (or Borough) to all units: "The Signal _______ has been transmitted, all units stand by for a Department message", pause for 20 seconds and repeat. Pause for 20 seconds and state, "The Signal _______ has been transmitted, message is as follows…"

Messages shall be transmitted twice: first at a normal rate of speed, and then slowly to permit recording. At the completion of the transmission, the dispatcher shall announce his/her assigned number, and time of day.

In the event a unit fails to receive the broadcast following a signal, the Officer on Duty must obtain necessary information from the respective Division.

8.8 CITYWIDE DISPATCHER'S DUTIES AND RESPONSIBILITIES

8.8.1 Citywide dispatchers shall facilitate the broadcast of preliminary and progress reports of incidents in all boroughs at which all first alarm Engine and Ladder companies are operating or at which unusual conditions occur.

8.8.2 Citywide dispatchers shall make notification of greater alarms in all boroughs and facilitate broadcast of ensuing progress and "Under Control" reports.

8.8.3 Citywide dispatchers shall broadcast special messages when ordered or required.

8.8.4 Citywide dispatchers shall conduct routine tests with mobile units as required.

8.8.5 Citywide dispatchers shall announce their assigned number and the time at the conclusion of each transmission.
8.9 BOROUGH RADIO DISPATCHER'S DUTIES AND RESPONSIBILITIES

8.9.1 All Borough dispatchers in their respective boroughs shall, during the A.M. and P.M. field inspectional period, call the roll of companies scheduled during their respective periods at 10:15 and 13:15 hours. Each company called must reply with Company number and their location.

8.9.2 Borough dispatchers shall broadcast initial and greater alarms occurring in their respective boroughs, including special calls for additional Chief Officers, companies, and special units beyond the regular alarm assignments transmitted. Individual special calls and special calls to complete assignments, except for Chief Officers, are not broadcast.

8.9.3 Borough dispatchers shall broadcast to units responding on an initial alarm, the exact address, location, and floor of incident, if known, together with the intersecting street or avenue and other pertinent information.

8.9.4 When an alarm for a special building box is transmitted, Borough dispatchers shall include applicable information given by the affected private fire alarm company or other reliable sources.

8.9.5 If the first alarm response is incomplete, Borough dispatchers shall advise the Chief Officer of the actual number of units responding.

8.9.6 Until the Field Communications Unit arrives, Borough dispatchers shall broadcast and relay through the Citywide dispatcher preliminary and progress reports of incidents within their respective boroughs at which all first alarm Engine and Ladder companies are operating, or at which unusual conditions occur, except when the initial field report indicates that "All Hands" are being used and the fire is under control.

8.9.7 Until the Field Communications Unit arrives, Borough dispatchers shall broadcast and relay through the Citywide dispatcher progress reports of greater alarms within their respective boroughs.

8.9.8 Borough dispatchers shall broadcast notification of greater alarms and the ensuing "Under Control" report occurring in all other boroughs.

8.9.9 Borough dispatchers shall alert the Citywide dispatcher utilizing mobile radio frequency, when required to relay preliminary and progress reports over Citywide network.

8.9.10 Borough dispatchers shall contact the Incident Commander to obtain a preliminary report if the Incident Commander fails to transmit one within five minutes after announcing arrival.

Borough dispatchers shall request all relevant information when a preliminary report indicates two Engine companies and two Ladder companies are operating, or all first alarm Engine and Ladder companies are operating, including the status of all hoseline operations.
8.9.11 Borough dispatchers shall contact the Incident Commander and obtain reports until the incident is reported under control if the Incident Commander fails to transmit required progress reports. Dispatchers are responsible for the timing and recording of such requests. Whenever a progress report is requested or given, the dispatcher shall provide the IC with the incident's duration and, if not already received from earlier reports, if any hoseline operations have commenced. If applicable, the dispatcher shall request the status of searches for any Floors/Apartments of civilians needing assistance, previously given to the IC by the dispatcher.

Example 1: "Manhattan to Battalion 10. Notify the Incident Commander that a Progress Report is due for Box 1234 including hoseline operation status and the incident's duration is 25 minutes."

"Battalion 10 to Manhattan. "We have two lines stretched and one in operation on the sixth floor..."

".....10-4 Battalion 10"

Example 2: Division 1 to Manhattan. At Box 100 ..........we have a heavy smoke condition in the hallway of a 15 story Fireproof Multiple. We have two lines stretched and none in operation at this time.

".....10-4 Division 1. This is Progress Report #3. Notify the Incident Commander that the incident's duration is 35 minutes and hoseline operations have not yet commenced."

8.9.12 Borough dispatchers shall broadcast receipt of 10-92, 10-18, 10-19, and 10-20.

8.9.13 Borough dispatchers shall direct the movements of Chief Officers, companies, and special units when they are out of quarters, but available for duty.

8.9.14 Borough dispatchers shall broadcast special messages when ordered or required.

8.9.15 Borough dispatchers shall announce their assigned number and the time at conclusion of each radio transmission.

8.9.16 Borough dispatchers shall immediately notify the Divisions, units in the affected borough, and the Fire Department Operations Center if conditions arise which temporarily preclude the Department's use of bridges, tunnels, ferries, highways, etc.

8.9.17 Borough Dispatchers shall re-broadcast information received from a unit transmitting radio signal 10-75 or a Signal 7-5 ("All Hands").

EXAMPLE A: "Engine 53 to Manhattan, 10-75 for Box 1234. Fire is on the 5th floor of a 7-story multiple dwelling."

The dispatcher transmits a tone alert followed by: "In the Borough of Manhattan, Engine 53 transmits a 10-75 for Box 1234. Fire is on the 5th floor of a 7-story multiple dwelling."
EXAMPLE B: "Battalion 10 to Manhattan, using "All Hands" at Box 1234. Fire is on the 5th floor of a 7-story multiple dwelling."

The dispatcher transmits a tone alert followed by: "In the Borough of Manhattan, Battalion 10 reports using "All Hands" at Box 1234. Fire is on the 5th floor of a 7-story multiple dwelling."

8.10 HOUSEWATCH RADIO SET

8.10.1 Scanners/radio sets assigned to quarters shall be kept at the housewatch desk to allow housewatch members to be aware of radio traffic in the borough.

8.10.2 One scanner/radio set shall be issued to each firehouse, except where there are two housewatch areas. FDNY-issue housewatch scanner/radio sets are not permitted in Company offices.

8.10.3 FDNY housewatch sets (or substitute models) are issued for use in Battalion and Division offices. These sets are in addition to those located at the housewatch desk. Requests for additional sets in a given quarter may be forwarded via the Chain of Command to the Bureau of Communications.

8.10.4 Company Commanders responsible for company quarters may forward requests via the Chain of Command to the Bureau of Communications for a housewatch set for their quarters.

8.11 OFFICERS' DUTIES AND RESPONSIBILITIES

8.11.1 When responding to a verbal alarm, Officers shall notify the Borough dispatcher, by radio, of the location and known particulars of an incident.

8.11.2 Officers shall maintain constant radio contact with the dispatcher. Officers shall notify the dispatcher when leaving the scene of a fire or emergency. The accurate reporting of unit status is one of the prime responsibilities of an Officer. All Officers are expected to fulfill this responsibility and will be held accountable for failure to do so.

8.11.3 Officers shall notify the Borough dispatcher by radio when apparatus becomes inoperative while responding to or returning from an alarm.

8.11.4 Officers shall notify the Borough dispatcher by radio of a fire or emergency at which the unit stops while en route to another alarm or while returning to quarters.

8.11.5 When in command of fire or emergency operations, Officers shall transmit necessary calls for assistance by Department radio.

8.11.6 When relocating in the quarters of another unit, Officers shall notify the Borough dispatcher at the following times:
   A. When in the response district of the unit they are covering
   B. When returning to their own quarters
   C. When back in their own response district
8.11.7 Officers of land units are not required to submit a preliminary report when special called to an automobile, grass, rubbish, or similar outside fire.

8.11.8 During a period when the CADS is not operational, Officers of land units assigned to perform Apparatus Field Inspection Duty shall reply to the dispatcher's radio roll call and constantly monitor radio.

While away from quarters, units shall respond to alarms received by radio only when directed to do so by the dispatcher.

8.11.9 Officers of land units, upon returning from alarms, shall notify dispatcher by radio of availability for service.

Upon return to quarters after completion of inspections or similar activities, the dispatcher shall be notified by AT/SP or PC/ATS.

8.11.10 Units leaving quarters for non-emergency response shall confirm their status with the dispatcher by radio. 10-8 shall not be used for this purpose. Upon completion of non-emergency response activity immediately notify the dispatcher when unit is available for response.

8.12 CHIEF OFFICERS’ DUTIES AND RESPONSIBILITIES

8.12.1 Chief Officers shall immediately report their arrival to the dispatcher by MDT or radio. The first arriving Chief Officer shall assume command. Chief Officers of higher rank assume command upon their arrival and must advise the dispatcher immediately by radio.

8.12.2 Chief Officers shall use the radio to issue orders and instructions to units responding to, or operating at, an alarm.

8.12.3 To eliminate the potential for substantial handie-talkie communication interference, early consideration should be given to halt train traffic when an elevated line (or any transit line) is in proximity to any serious Fire Department operation.

8.12.4 Chief Officers shall maintain constant radio contact with the Borough dispatcher while responding to, operating at, or returning from alarms. Chief Officers shall maintain contact with the Borough dispatcher while in service on the air away from quarters.

8.12.5 Chief Officers shall transmit by radio, requests for assistance, including additional companies or special units, greater alarms, ambulances, utility companies, or other services.

8.12.6 Chief Officers shall notify the dispatcher by radio when the services of responding Marine, Squad and Rescue companies will not be required. Similar notifications are conveyed when the services of special units are not required.
8.12.7 Chief Officers shall transmit a 10-18, followed by the box number, from the scene of an alarm if no further help is required after the arrival of an Engine and Ladder company.

8.12.8 Chief Officers shall transmit a 10-92, followed by the box number, when an alarm is verified false.

8.12.9 Chief Officers shall transmit a 10-19, followed by the box number, from the scene of the alarm if no further help is required after the arrival of an Engine or Ladder company or special unit. The preliminary report must include the location, a brief description of the incident, and the identity of the unit remaining at scene.

Chief Officers shall promptly relay the 10-20 from the scene of an alarm in accordance with provisions of this Manual.

8.12.10 When in command of an operation, Chief Officers shall establish a Command Post as required.

8.12.11 Chief Officers shall notify the Borough dispatcher by radio when in service and available for duty.

8.12.12 Upon returning from alarms, Chief Officers shall notify the Borough dispatcher of availability for service.

8.12.13 Upon completion of operations, the Chief Officer in Command shall inform the Borough dispatcher of any unstable structural or occupancy hazard dangerous to life that may exist. If necessary, CIDS shall be utilized.

8.12.14 Upon return to quarters after completion of inspectional or similar activities, Chief Officers shall notify the dispatcher by AT/SP or PC/ATS.

8.12.15 Chief Officers must use the following radio phraseology when special calling additional units to an incident:

EXAMPLE:
M - "Battalion 77 to Manhattan, K"
D - "Battalion 77, K"
M - "Special call two additional Ladder companies and an additional Rescue company to Box 567 by order of Chief Brown, 77th Battalion"
D - "10-4 77th Battalion, Dispatcher 123, time 1310 hrs."

8.13 MARINE COMPANY OFFICERS' DUTIES AND RESPONSIBILITIES

8.13.1 Immediately after leaving berth in response to an alarm, the Officer on duty of a Marine company shall insure that the Department radio is on the frequency of the borough to which the unit is responding. The Officer will, as soon as practical, insure that the dispatcher of the borough to which they are responding is provided with a situation report consisting of the box number, location of the Fireboat, and its estimated time of arrival (ETA). This report should be updated every 15 minutes until such time the company arrives at the scene.

When responding on a verbal alarm, the destination and nature of the incident must also be stated. Upon arrival, the Marine unit's Officer shall transmit a 10-84 and contact the Incident Commander via handie-talkie.

Upon going 10-8 from a response, the Officer shall monitor the frequency of the borough in which the company is berthed.
8.13.2 Officers of Marine companies that are 10-8, for any reason, shall monitor the frequency of the borough in which the company is berthed.

8.14 RADIO EQUIPMENT DEFECTS

8.14.1 Messages advising the Department that a radio network is inoperative and/or that it has been restored must be transmitted via teleprinter and voice alarm.

8.14.2 Chief and Company Officers, in cooperation with Borough dispatchers, shall conduct routine tests of radio equipment to determine radio efficiency. Defects shall be promptly reported.

8.14.3 Defects in radio equipment observed by members must be immediately reported to the officer on duty. When a unit has a defective or non-operating apparatus radio, the officer on duty shall notify the Battalion and Division. In addition, the officer shall call the dispatcher requesting radio mechanic response for repairs to apparatus radio.

8.14.4 Upon notification of the defective/non-operating apparatus radio, the Division shall supply the affected unit with a portable citywide radio capable of direct communications with all borough dispatchers. Once the citywide radio is received, the company officer shall perform an operational check by requesting a 10-11 radio test count from their respective borough dispatcher.

8.14.5 During a response, the affected unit will use the citywide radio in lieu of the non-operating apparatus radio for all communications to the borough dispatcher until the apparatus radio is repaired. The citywide radio is not to be carried/worn by the company officer; it shall remain in the front cab of the apparatus and serve as a communication link from the unit to the borough dispatcher.

8.14.6 If a response is received while awaiting the arrival of the citywide radio, the officer shall notify the dispatcher that the unit is responding without an operating apparatus radio. The dispatcher will then ensure that an additional unit (nearest available Engine or Ladder) with an operating apparatus radio is dispatched to the same alarm.

8.14.7 Once repairs to the apparatus radio are complete, the officer shall notify the Battalion, Division and dispatcher. The Division will arrange for the return of the citywide radio.

8.14.8 Unless notification of a defect has been received, it is assumed that all radio units are operating satisfactorily.

8.14.9 The mobile station operator will note complete failure of a mobile transmitter when the receiver is operating but no response is received to a contact call.

8.14.10 Dispatchers must promptly report all radio equipment defects to the office of the radio supervisor or radio mechanic. Dispatchers must record all defects and remedial actions in the Radio Trouble Logbook.