

SUBJECT: TERMINOLOGY**SECTION:** 100.04**REVISED:** MARCH 1, 2008**PAGE(S):** 7

PURPOSE

To facilitate better written and verbal communication within the Reading Fire Department, by defining commonly used terms.

DEFINITIONS

ACCOUNTABILITY: A system to identify and track personnel operating in a hazard zone.

ACTING CHIEF: The person temporarily appointed to the position of Chief of the department.

ACTING OFFICER: The person temporarily appointed to the position of a fire department officer. This usually refers to the position of company officer but may include chief officers.

ACTING POSITIONS: A temporary position at a higher classification occupied for a specific period of time by any member so designated.

ACTIVE DUTY : That period of time during which a member is routinely and regularly assigned to full duty status.

ADMINISTRATIVE OFFICE: Office of the Fire Chief.

AERIAL APPARATUS: A piece of automotive fire apparatus and equipped with either an aerial ladder or an elevating platform.

ALARM: A notification to fire department units to initiate a response.

APPARATUS: Any motorized vehicle carrying fire fighting tools, equipment or personnel

APPARATUS FLOOR: Main floor of a fire station, on which fire apparatus is quartered.

ASSISTANT CHIEF: The "second in command" fire department officer.

- CHAIN OF COMMAND:** Relationship of responsibility and authority, as shown on organizational chart.
- CHANNELS, THROUGH:** The transmission of communications through chain of command, in ascending or descending order.
- CHAPLAIN:** A clergyman (Minister, Priest, Rabbi or Deacon) serving in a religious capacity with the fire department.
- CHIEF:** The Fire Chief; the Chief administrative officer of the fire department.
- COMMANDING OFFICER:** A member's immediate superior in chain of command.
- COMMUNICATIONS:** Interchange of correspondence or messages, verbal, or written.
- COMPANY:** Engine and / or truck company members under the command of a company officer, assigned to a station or to a work group.
- COMPANY COMMANDER:** A lieutenant or acting officer in command of a company and their apparatus.
- COMPANY DAY LOG:** A record of daily activities and events pertaining to a given fire unit. (24 hour period - 0800 hours to 0800 hours).
- COMPANY INSPECTION:** An inspection by fire company(ies) of an occupancy or premises for the purpose of code enforcement.
- COMPANY QUARTERS:** All portions of fire station wherein fire apparatus is housed, lounge area or kitchen, sleeping quarters, and any portion of the fire house where members are assigned to any group.
- DAY LOG:** See company day log.
- DEPARTMENT:** Reading Fire Department.
- DEPARTMENT SUPERVISOR:** All lieutenants or other officers designated by council who shall serve as company, unit officers, or other position created by council and promoted within the city's promotion policy.
- DETAILED-OUT:** A term for assignment of personnel from routine shift to training or other work.
- DETAIL:** One or more member given a routine or special assignment.
- DIVISION:** A major subdivision of the fire department under the command of an officer.

- DRILL:** A training session.
- DRIVERS:** A member of the department who is assigned to duty which involves the care, maintenance, operation and driving of an emergency vehicle not classified as a pumper or/aerial ladder or tower.
- EMERGENCY ORDER:** Order of a temporary nature pertaining to a particular emergency and valid until emergency no longer exists. May be written or oral.
- EMERGENCY VEHICLE:** Any vehicle owned or operated by the fire department and defined as such by the Ohio state motor vehicle code.
- E.M.S.:** Emergency Medical Service.
- E.M.S. OFFICER:** Fire department officer assigned the duties of coordinating all E.M.S. operations, maintaining needed supplies and equipment.
- E.M.S. VEHICLE:** The vehicle used in providing emergency medical service.
- ENGINE:** A fire department pumper.
- FALSE ALARM:** An alarm given with malicious intent or without reasonable cause.
- FIRE APPARATUS:** Automotive vehicles with a specific firefighting function, carry firefighting personnel and equipment.
- FIRE CHIEF:** Classification of rank. Chief administrative officer of the department.
- FIRE COMPANY:** A crew of members under the command of a company commander or acting officer assigned to a fire station or work group with apparatus.
- FIRE DEPARTMENT STAFF:** Officers of the fire department.
- FIREFIGHTER:** Member who performs general fire department duties under the supervision of a company officer.
- FIRE GROUND:** Area at a fire under command of an incident commander; the place where firefighting operations are being conducted.
- FIRE PREVENTION OFFICER:** A department member assigned the duties and responsibilities of fire prevention.
- FIRST DUE COMPANY:** The fire company that is normally the first to arrive in response to an alarm.

- FIRST-IN:** The first fire company to arrive at an emergency.
- FIRST IN OFFICER:** The first fire department officer to arrive at the scene of an emergency.
- GENERAL ORDER:** Any directive changing rules, regulations, policies or SOGs which requires the attention of all department personnel; numbered consecutively in each calendar year.
- GOAL:** A general statement of aim and direction which establishes the overall mission for an organization and/or its sub-units.
- INCIDENT COMMAND SYSTEM:** The incident command system (ICS) that has been developed and approved by the Hamilton County Fire Chiefs Association. ICS is a standardized organization and management system utilized in the handling of emergency incidents.
- INCIDENT COMMANDER:** The member who is in charge and has the responsibility of an emergency incident in which the fire department is involved.
- INTERDEPARTMENTAL MEMORANDUM:** A written communication issued by the Fire Chief or other authority
- LADDER COMPANY:** A fire company manning a piece of aerial apparatus, specially trained in ladder work, ventilation, rescue, forcible entry and salvage operations. Same as truck company.
- LEAVE OF ABSENCE:** A granted leave from the fire department (with or without pay) within the guidelines of the City of Reading rules and regulations.
- LIEUTENANT:** Classification of rank. He shall have command of his unit and be responsible for his entire units actions, operations, discipline, efficiency, training and enforcement of laws, ordinances, rules and regulations, and standard operating procedures or guidelines of the department.
- LOGISTICS OFFICER:** See supply and maintenance officer.
- MANUAL OF OPERATIONS:** An administrative directive by the Fire Chief establishing the practices and procedures of the department. Same as the operations manual.

- MEDICAL OFFICER:** Physician appointed by the Fire Chief as the fire department medical advisor to the Fire Chief and/or E.M.S. Division as required.
- MEMBER:** Any employee regularly or temporarily appointed to the fire department to perform the duties of a regular fire fighter in the City of Reading, under whatever designation they may be described in any salary or departmental ordinance providing compensation for the fire department. The term member shall include officers.
- MERITORIOUS ACT:** One that is worth of commendation or possesses merit and is deserving of reward or recognition.
- MULTIPLE ALARM:** Any alarm which calls for more apparatus and/or manpower than a regular assignment.
- N.I.M.S.:** National Incident Management System
- OBJECTIVE:** A specific statement of desired achievement and or performance which is directly measurable in scope and time factor.
- OFFICERS:** Officers of the fire department; order of rank: Fire Chief; Assistant Fire Chief and Lieutenant.
- O.I.C.:** Abbreviation for "officer in charge".
- ON DUTY:** A condition of employment wherein a member is actively engaged in a function of the department.
- OPERATIONS MANUAL:** SEE MANUAL OF OPERATIONS
- OPERATOR:** A member of the department who is assigned to duty which involves the operation, care, maintenance and driving of a fire pumper or aerial ladder.
- PARAMEDIC (EMT-P):** A fire department member holding current state of Ohio certification as a paramedic. Responsible for emergency medical care within current state, Academy of Medicine and department guidelines.
- PRE-FIRE PLAN:** A plan of operations containing current strategic information and procedures for fire suppression operations in a given occupancy or complex
- PRE-FIRE PLAN INSPECTION:** An inspection made by fire department members to study potential firefighting and rescue problems at a given occupancy and to formulate a pre-fire plan.

- PUMPER:** A piece of automotive fire apparatus meeting N.F.P.A. Standards and equipped with a pump, water tank and a complement of hose, tools, and equipment (same as engine).
- QUARTERS:** Any department building or place wherein members or companies are assigned.
- REGULATION:** General term referring to a principle, rule or law that governs behavior.
- REGULAR RESPONSE ASSIGNMENT:** Predetermined assignment of companies relative to an alarm response.
- RELIEF MAN:** One who is assigned to act in the official capacity of another when he is on day off or otherwise absent.
- SENIOR:** Determined as hierarchy: rank first, length of service in rank second. Length of service on department third.
- SENIORITY:** Measured by continued length of service on the department.
- SENIOR OFFICER:** One who has served longer in the same office or position than another.
- SHIFT:** (1) One shift shall mean a period of twenty—four (24) consecutive hours commencing at 0800 hours and ending at 0800 hours the following day.
- (2) One of the three groups of twenty-four (24) hour personnel which are on duty on a rotational basis; also a fire department unit.
- SOG:** (Standard Operating Guideline) Written guideline aimed at standardizing general activities.
- SPECIAL DETAIL:** A special assignment for departmental service.
- SPECIAL DUTY:** When a member is assigned to perform a particular service of a non-routine nature, when regularly on duty.
- SPECIAL FIREFIGHTER:** A member of the department appointed by the mayor under his authority by ordinance to do so and serving principally department EMS function.
- SPECIAL NOTICE:** A transitory notice issued by the Fire Chief or other authoritative source for the guidance and information of members of the department.

- SPECIAL ORDER:** An administrative directive of temporary nature affecting practices and procedures of the department and shall be effective until canceled or included in the operations manual.
- STILL ALARM:** An alarm not received by telephone, radio or alarm system.
- SUBORDINATE:** A member who stands in order of rank below another.