

**SUBJECT:** ALPHA NUMERIC PAGING**SECTION:** 305.04**REVISED:** NOVEMBER 5, 2007**PAGE(S):** 1

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## **PURPOSE**

To provide a standardized format for the operation of the Fire Department Communications system in the City of Reading, Ohio.

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## **POLICY**

It shall be the policy of the Reading Fire Department to maintain a database of devices capable of receiving alphanumeric pages for all department members. This database shall be maintained in fire department offices. The alphanumeric paging system may be utilized for dissemination of emergency and non-emergency information to department members. Additionally alpha pagers on the Hamilton County Dispatch system are issued to all members for receiving Fire and EMS details, as well as all-county information.

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## **PROCEDURE**

The Hamilton County Dispatcher will activate the county alpha pager system upon any dispatch for Fire and EMS units.

The Reading Fire Department office will activate the department “Alphanumeric Paging System” for the following notifications:

- 1) Notification of “Disaster” situations, including but not limited to extra-alarm fires, mass casualty incidents, hazardous materials releases and weather related conditions. The “Disaster” alpha page notifies all city department heads and essential city support personnel.
- 2) Informational notifications of fire department staff and personnel.

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## **RESPONSIBILITY**

All personnel shall be responsible for abiding by these guidelines and the procedures contained herein when communicating on the department radio systems. The alpha paging system is not intended to be abused for personal use or horseplay.