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| SUBJECT: DISPATCH COMMUNICATIONS | SECTION: 305.06 |
| REVISED: NOVEMBER 5, 2007 | PAGE(S): 2 |

PURPOSE

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

POLICY

It shall be the policy of the Reading Fire Department to have the appropriate department personnel and equipment dispatched to an incident upon a receipt of a request for service.

PROCEDURE

The Reading Fire Department shall be dispatched by the Hamilton County Communications Center. The dispatcher can receive requests for service via "911", via calls directly to the Communications Center (825-2260) via calls directly from the Reading dispatch office (733-4122), via the police or fire radio system, or via direct notification by civilians.

The fire department shall maintain a base radio on the Valley Fire Frequency (158.760 Mhz.) for the purpose of dispatching fire and E.M.S. units. This frequency will also be used as a back-up for the Hamilton County 800 Mhz. radio system.

Reading Fire Department personnel will be dispatched on the Valley Fire Frequency and Hamilton County Fire Dispatch frequency by the use of the follow sets of tones:

- 1) **FIRE/EMS/RECALL Tone** - Used for dispatch of the fire apparatus to incidents, used to dispatch the ALS unit and squad crew for an E.M.S. incident, and used to notify the off-duty Reading personnel of the need to respond to a detail or incident.

These tones will activate tone and voice pagers on the Valley Fire High Band frequency issued to all department personnel.

An "alphanumeric" page will also be sent by the Hamilton County Dispatcher to all personnel carrying the county alpha numeric pagers.

RESPONSIBILITY

All personnel shall be responsible for abiding by these guidelines and the procedures contained herein when communicating over the department radio system.