

MONMOUTH COUNTY SHERIFF'S OFFICE COMMUNICATION'S DIVISION



REVISED - 2023

FIRE/RESCUE SERVICE COMMUNICATION'S PLAN

This Communications Plan is a policy for use by Monmouth County Fire Department operational and administrative personnel and Monmouth County Sheriff's Office, Communication's Division staff in applying operational procedures, including Mobile Data Computer, and Computer-Aided Dispatch technologies.

Although this document is not considered classified, it is proprietary in nature and is intended for the sole use of MCSO and MC Fire personnel. This document is *not* intended for public dissemination.

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1. Introduction

The fire service within Monmouth County is made up of one hundred and thirty two (132) fire departments. This force is made up of primarily volunteer departments, but does include one (1) military career department, one (1) municipal career department, one (1) career National Park department, as well as several combination part career / part volunteer departments. These departments have one or more firefighters on staff at one time or another.

Of the one hundred and thirty two fire departments in Monmouth County, eighty five (85) are dispatched by the Monmouth County Communications Center on a full time basis and twelve (12) are dispatched on a part time or backup basis.

Some departments dispatched by Monmouth County utilize a 700 MHz VHF trunked radio system that is divided into three separate zones, North Paging / Central Paging / South Paging. The remainder of departments either share a common channel with a contiguous agency, or utilize one of their own frequencies.

As the number of agencies dispatched by MCCC increases, the need for standardization cannot be overemphasized. Standard operating procedures save time, reduce confusion, and eliminate errors and will assist all concerned in providing timely and predictable reactions to emergency situations.

***** See Annex 1, 2, and 3 for Zone Assignments, Channel Line-up's, and Zone Map *****



2. MONMOUTH COUNTY COMMUNICATION'S CENTER

2.1 Organizational Structure

The functions of receiving calls, requesting emergency and non-emergency response assistance, and dispatching personnel to provide firefighting, rescue, and emergency medical assistance services, are delivered from the Monmouth County Communication's Center, herein referred to as (MCCC), located in the Monmouth County Sheriff's Office Public Safety Center facility in Monmouth County, New Jersey. With the radio designation "**MONMOUTH**," Monmouth County Sheriff's Office, (MCSO), personnel staffing the MCCC are responsible for managing all radio and data communications relating to the delivery of firefighting, rescue, and emergency medical services to those agencies dispatched by Monmouth County.

Organizationally, MCCC personnel are assigned to the Communication's Division of the MCSO, under the direction of an Undersheriff of Communications. The MCSO Communications 9-1-1 Coordinator (911C) oversees, manages, and maintains control over the daily operations of the MCCC and reports to the Undersheriff of Communications.

Each shift at the MCCC is supervised by a Supervisor of Communications (SOC) and/or a Senior Public Safety Telecommunicator (SPST), whose responsibilities include ensuring quality of service, requiring that the actions of uniformed MCCC personnel comply with prescribed procedures. The shift SPST reports directly to the SOC, who reports directly to the 911C.

2.2 Mission Statement

The Monmouth County Sheriff's Office Communication's Division, is a professional emergency services agency, dedicated to providing efficient, fair, and the highest quality response for the residents we are privileged to serve. Our mission consists of the following services:

- Protecting life and property by providing the most effective emergency communications possible for the residents and visitors of Monmouth County.
- Providing county public safety field personnel with professional communication services with emphasis on safety, accuracy, and cooperation.
- Providing the community with public service in the form of senior citizen education, career days for youth, volunteerism in community programs, support of charitable organizations, 9-1-1 education programs and other programs that benefit the community.
- Working cooperatively with the public, our partners in public safety agencies and governmental agencies, employees will strive to improve the quality of life for all residents and visitors of Monmouth County.

2.3 Fire Departments dispatched by Monmouth County Communication's Center as of 2023

Full Time

Allentown, Station 82-1

- Hope Fire Co. 82-1

Asbury Park, Station 83-1

- Asbury Park Fire Dept 83-1

Atlantic Highlands, District 85

- Atl Highlands FC 85-1
- Hook & Ladder 85-2
- Mantel Hose Co 85-3

Avon-by-the-Sea, Station 86-1

- Avon Fire Dept 86-1

Brielle, Station 99-1

- Brielle Fire Co 99-1

Colts Neck, District 84

- Colts Neck FC #1 84-1
- Colts Neck FC #2 84-2

Deal, Station 61-1

- Deal Fire Co 61-1

Englishtown, Station 12-1

- Englishtown Fire Dept 12-1

Fair Haven, Station 13-1

- Fair Haven Fire Dept 13-1

Farmingdale, Station 14-1

- Farmingdale Fire Dept 14-1

Freehold Boro, Station 15

- Engine Co #1 15-1
- Goodwill Hook & Ladder 15-2
- Monmouth Hose Co 15-3
- Richardson Engine Co #2 15-4

Freehold Twp, District 16

- Freehold Independent 16-1
- East Freehold Fire Co 16-1

Highlands, Station 17-1

- Columbus Hose Co 17-1
- Star Hook & Ladder 17-2

Hazlet, District 39

- Hazlet Fire Co 39-1
- North Centerville Fire Co 39-2
- West Keansburg Fire Co 39-3

Keyport, District 22

- Eagle Hose Co 22-1
- Keyport Engine Co 22-2
- Fire Patrol 22-3
- Hook & Ladder 22-4
- Liberty Hose Co 22-5
- Lincoln Hose Co 22-6
- Raritan Hose Co 22-7

Long Branch, District 25

- Atlantic Engine Co 25-1
- Branchport Hose Co 25-2
- Elberon Fire Co 25-3
- Independent Engine Co 25-4
- Neptune Hose Co 25-5
- Oceanic Engine Co 25-6
- Oliver Byron Engine Co 25-7
- Phil Daly Hose Co 25-8
- West End Fire Co 25-9

Manalapan, District 26

- Gordons Corner Fire Co 26-1
- Manalapan Twp Fire Co 26-2

Matawan, District 29

- Freneau Fire Co 29-1
- ME Haley Fire Co 29-2
- Hook & Ladder Co 29-3
- Midway Hose Co 29-4
- Washington Hose Co 29-5

Middletown, District 31

- Navesink Hook & Ladder #1 31-1
- Brevent Park Leonardo Fire 31-2
- Belford Engine Co 31-3
- Community Fire Co 31-4
- E Keansburg Fire Co 31-5
- Port Monmouth Fire Co 31-6
- Independent Fire Co 31-7
- Middletown Twp Fire Co #1 31-8
- River Plaza Hose Co #1 31-9
- Lincroft Fire Co 71-1
- Old Village Fire Co 71-2
- Fire Police 71-3
- Special Services 71-4
- Air Unit 71-5
- Fire Academy 71-6
- LDH Strike Team 71-7
- Middletown Safety 71-8
- OEM/Field Com 71-9

Millstone, Station 32-1

- Millstone Twp Fire Co 32-1

Monmouth Beach, Station 33-1

- Monmouth Bch Fire Co 33-1

Monmouth County, Station 93

- Fire Marshals Office 93-1

Neptune City, Station 35-1

- Neptune City Fire 35-1
- Neptune City OEM 35-9

Neptune Twp, District 34

- Hamilton Fire Co 34-1
- Liberty Fire Co 34-2
- Shark River Hills Fire 34-3
- Unexcelled Fire Co 34-3
- Neptune Twp OEM 34-9

Ocean Grove, District 54

- Eagle Hook & Ladder 54-1
- Eagle Hook Stokes 54-2
- Washington Fire Co #1 54-3

Ocean Twp, District 37

- Oakhurst Independent 37-1
- Wanamassa Fire Co 37-2

Oceanport, District 38

- Oceanport Hook & Ladder 38-1
- Port-Au-Peck Chemical 38-2

Sea Bright, Station 43-1

- Sea Bright Fire Co 43-1
- Hook & Ladder Co 43-2

Sea Girt, Station 44-1

- Sea Girt Fire Dept 44-1

Shrewsbury Boro, 45-1

- Shrewsbury Hose Co #1 45-1

Tinton Falls, District 36

- Tinton Falls Fire Co #1 36-1
- Wayside Fire & Rescue 36-2
- Pine Brook Hose Co 36-3
- Northside Engine Co #4 36-4

Union Beach, District 65

- Union Gardens 65-1
- Union Beach Hose 65-2
- Union Beach Fire Co 65-3
- Harris Gardens 65-4

West Long Branch, District 53

- W Long Branch Fire #1 53-1
- W Long Branch Fire Co #2 53-2

2.4 Part Time and Backup

Howell, District 19

- Squankum Fire Co. 19-1
- Adelphia Fire Co. 19-2
- Southard Fire Dept #1 19-3
- Ramtown Fire Co. 19-4
- Freewood Acres Fire Co. 19-5

NWS Earle, District 94

- Main Side 94-1
- Waterfront 94-2

Union Beach, District 65

- Union Gardens Fire Co. 65-1
- Union Hose Co. #1 65-2
- Union Beach Fire Co. #1 65-3
- Harris Gardens Fire Co. 65-4

3. Radio Equipment Licensing, Ownership, and Maintenance

3.1 Licensing and Ownership. Monmouth County is the licensee of all county radio frequencies operated by MCSO. As a licensee, the county is ultimately responsible for ensuring that all related equipment and operational procedures comply within the rules and regulations established by the Federal Communications Commission (F.C.C.).

Authority to operate any non-county owned transmitter (portable or mobile) on frequencies assigned to Monmouth County requires the advance, written approval of the MCSO Sheriff. Those acquiring this approval must provide annual, written evidence that a licensed technician has verified that the approved equipment continues to meet or exceed the F.C.C.'s required transmitter measurements. Failure to comply with these requirements is cause for the immediate withdrawal of operating privileges.

3.2 Radio Equipment. The MCSO Radio and Information Technology Division is responsible for procuring, installing, and maintaining approved radio equipment purchased with county funds. Monmouth County will not authorize the operation of, nor will it assume any obligation for radio equipment that is owned or acquired in the name of a private individual. Monmouth County will also not assume responsibility for the installation or maintenance of radio equipment that has not been approved by an authorized MCSO representative for support with Monmouth County funds.

Once installed, all individual agencies personnel must protect and maintain the radio equipment assigned to their units and fire/rescue stations. The installation, maintenance and, if necessary, repairs of this equipment, must comply with MCSO Radio and IT written procedures.

Monmouth County assumes no responsibility for theft, loss, or damage due to negligence or unauthorized modifications of equipment, nor does the Monmouth County provide insurance for any of this equipment. Furthermore, without advance approval, Monmouth County assumes no responsibility for any malfunction or damage resulting from the use of attachments not authorized by the manufacturer's specifications, or not approved by Monmouth County. Unauthorized modifications (e.g., installation of speakers, amplifiers, alarm devices, etc.) are considered to have been added without advance approval. If a connection or attachment is found to have caused an equipment malfunction or damage, the equipment will be permanently removed if the installation was in violation of this policy.

An individual agency who fails to comply with the policies and procedures in this policy, or with any rule or regulation of the F.C.C., the Monmouth County Sheriff's Office, or the MCSO Sheriff, may be subject to withdrawal of authorization to operate communications equipment used on frequencies licensed to Monmouth County.

4. Radio System

4.1 Radio Unit Designations. MCCC uses the designation “**MONMOUTH**” for communicating with all fire/rescue apparatus and field personnel; similarly, field personnel use the designation “**MONMOUTH**” when using mobile or portable radios to contact MCCC.

Normally, it is not necessary for field units to call MCCC and wait for an acknowledgement before transmitting brief, routine messages. However, during periods of heavy radio traffic, or before issuing a lengthy message, personnel should initiate a preliminary call, e.g., “*MONMOUTH SOUTH RESPONSE from 26-2-66...*” and await MCCC’s response or acknowledgment before proceeding.

When operating in a storm mode of dispatch, the first responding line officer and first responding apparatus must ensure that MCCC acknowledges that unit is responding to an event. Additional responding units shall not check in responding and do not need to be acknowledged by MCCC. The first unit to arrive on the scene of an event must advise MCCC of this fact; no other unit, should advise MCCC of its arrival on the scene. Any additional units responding, equipped with MDC’s can status their vehicle without verbalizing this fact over the air.

When communicating with MCCC, all fire/rescue units must use their **full** county assigned radio number; solely using vehicle identification numerals or agency used numbers to identify a given unit is inappropriate.

Appropriate: “*MONMOUTH SOUTH RESPONSE from 16-1-66.*”
“*13-72 responding.*”

Inappropriate: “*66 responding.*”
“*Truck 76 on the scene.*”

5. Radio Communication and Terminology

5.1 Basic considerations when transmitting on the air. When transmitting a radio communication, it is imperative that a message be received and understood the first time. To better ensure that this occurs:

- a. Listen before transmitting to ensure the frequency is clear and available.
- b. Keep all transmissions brief and concise. Organize your thoughts first and then transmit. Avoid lengthy descriptions and unnecessary repetition. While speed of transmission is important, more critical is the accuracy and brevity of the message being delivered on the radio.
- c. Speak clearly and pronounce words carefully. Speak in a conversational tone, with natural emphasis and rhythm, while providing the message in phrases, not one word at a time.
- d. Before speaking, depress the microphone button and wait for one (1) second or for the talk permit tone. Hold the radio (or microphone) approximately an inch from the mouth and speak directly into it, not across it. At the completion of your message, wait for one (1) second and release the microphone button.
- e. Whenever possible, avoid transmitting when apparatus horns and sirens are operating, as radio messages often become unreadable.

- f. Remain calm when transmitting messages. Avoid using uncivil, angry, abusive, derogatory, or sarcastic language, and avoid retaliating even if other individuals violate these principles of good communication.
- g. Whenever possible, identify yourself and transmit a message in a single transmission.

Example: 32-75: “MONMOUTH SOUTH RESPONSE from 32-75, responding.”

MONMOUTH COUNTY: “Received 32-75, responding.” (Time stamp)

- h. Avoid the routine use of radio checks, and do not request strength and readability reports from MCCC. In the rare instance that these tests are conducted, a concise statement of the test results must be issued to MCCC.

Example: *loud and clear, weak but readable, and unreadable*, are acceptable test result descriptions.

- i. Do not advise the MCCC dispatchers when switching back from another frequency, and always ensure that the unit’s personnel are operating on the appropriate frequency(s).
- j. Simply announcing the time (time stamp) is never an appropriate acknowledgement of a unit’s message. At a minimum, an acknowledgement must include the transmitting unit’s number.

Example: “Received 25-74, 2142” or “25-91 responding, 1513.”

- k. MCCC will always begin a service-wide message with “MONMOUTH COUNTY to all agencies,” or “MONMOUTH COUNTY to all units operating at address in town...”
- l. MCCC or field personnel should limit inquiries or transmissions on any frequency or talk group, regarding injured or deceased victims that are fire/rescue personnel. Under no circumstances will the name(s) of injured or deceased fire/rescue personnel be transmitted over the air. Communications of this nature must be transmitted only by telephone to MCCC.
- m. Transmissions that are redundant, or that repeat information that will be provided by another unit, are discouraged.

Example: “MONMOUTH CENTRAL RESPONSE from 37-1-30, 37-1-30 will be contacting MCCC shortly to...”



5.2 Standardized Words and Phrases for Fire Radio Communications. MCCC uses certain words or phrases to reduce the length of radio transmissions, and to ensure that the intent of the message is clearly understood. The statements below represent some of these words or phrases.

<u>Word/Phrase</u>	<u>Meaning</u>
<u>SIGNAL 1-1-1</u>	<u>Maintain radio silence unless it is an emergency.</u>
<u>MAYDAY</u>	<u>This transmission is an indication that a life-threatening situation has developed.</u>
<u>URGENT</u>	<u>Alerts the Dispatcher and units in field that another unit has an emergency message.</u>
<i>Acknowledge</i>	Let me know that you have received and understood the message.
<i>Address Check</i>	A responding unit is requesting that an event address be repeated.
<i>Address Confirmation</i>	The calling party should be contacted by MCCC again to confirm the dispatch location.
<i>Advise</i>	Give this message to...
<i>Affirmative / Affirm</i>	Yes.
<i>Available</i>	Unit is available for an event.
<i>Correction</i>	An error was made in the previous radio transmission. The corrected or amended version is...
<i>Direct</i>	Used when one unit transmits directly to another unit, and re-broadcasting information from the MCCC is unnecessary, or a third party acknowledges that message without the need for MCCC to rebroadcast.
<i>Disregard</i>	Cancel last transmission.
<i>Division</i>	Used to divide an incident into geographical areas of operation.
<i>Emergency</i>	Used to indicate that a message being transmitted is one where the life safety or welfare of fire/rescue personnel are at risk, or a critical situation exists that requires immediate assistance.
<i>En route</i>	Denotes that a field unit is responding (routine or emergency) to an event.
<i>Event</i>	A fire, rescue or EMS related incident

<i>Group</i>	Used to divide the incident into functional areas or operation.
<i>In Service</i>	An identified field unit is available for dispatch.
<i>Landline</i>	Telephone.
<i>Location</i>	What is your location?
<i>Move Back</i>	An identified field unit is returning to its assigned fire/rescue station.
<i>Moving Up / Cover</i>	An identified field unit is relocating to a fire/rescue station other than that to which it is normally assigned, or relocating to a specific place. Whenever possible, field units should provide a brief explanation for the move. Example: “53-91 is moving up / covering Station 37-1.”
<i>Negative</i>	No.
<i>Off Radio</i>	An identified unit is not available by radio.
<i>On the Air / On Radio</i>	An identified unit is operating on its portable or mobile radio, away from its assigned fire/rescue station, and is available for dispatch.
<i>On the Scene</i>	An identified unit is on the scene of an event.
<i>Out of Service</i>	An identified unit is unavailable for dispatch to an event.
<i>Prepare to Copy</i>	Dispatcher is going to transmit a lengthy message, may need pen and paper.
<i>Received</i>	Message understood.
<i>Repeat</i>	Repeat your message; I did not understand it the first time.
<i>Responding</i>	An identified unit is proceeding to an emergency event with lights and siren.
<i>Routine Response</i>	An identified unit is responding without lights and siren to an event.
<i>Stand By</i>	Listen, but do not transmit until directed to do so by another unit or MCCC.

Test Count

This language is used to test a specific radio or the radio system infrastructure. For a test, a five count will be conducted twice: “1, 2, 3, 4, 5..5, 4, 3, 2, 1.”

That is Correct

What has just been transmitted is accurate.

Under Control

Situation is stable, no further assistance is anticipated.

Use Caution

Caution, dangerous condition may exist.

Verify

Verify the accuracy of the entire message that was just transmitted and correct it if necessary.

5.3 Radio Codes. Ten Codes **ARE NOT** to be used on any Monmouth County Fire radio channel.

When transmitting numbers and letters:

- Number “0” is pronounced “Zero.”
- Letter “O” is pronounced “Oh”

5.4 International Phonetic Alphabet. To avoid confusion, alphabetical designations are sometimes used to clearly communicate locations (streets, apartment, or unit designations, etc.) with unusual spelling or pronunciations, or specific hazard information. These designations are substituted via the use of phonetic equivalents in the International Phonetic Alphabet (IPA) indicated below:

A – Alpha
B – Bravo
C – Charlie
D – Delta
E – Echo
F – Foxtrot
G – Golf
H – Hotel
I – India

J – Juliet
K – Kilo
L – Lima
M – Mike
N – November
O – Oscar
P – Papa
Q – Quebec
R – Romeo

S – Sierra
T – Tango
U – Uniform
V – Victor
W – Whiskey
X – X-Ray
Y – Yankee
Z – Zulu



5.5 Fire/Rescue Apparatus Acronyms and Terminology. In the MDC and CAD technologies, fire/rescue and ambulance apparatus are identified by the use of various acronyms, abbreviations, and terminology provided below.

Aerial Ladder (LAD) – Apparatus carrying a straight mechanical ladder, a compliment of ground ladders and usually other firefighting and rescue equipment.

Air/Cascade (AIRF) – Apparatus capable of providing cascade and SCBA support/filling.

Ambulance (BLS) – Basic Life Support unit.

Alternative Support Apparatus (ASAP) – All terrain specialty vehicle including off road rescue and mass gathering responses.

Bariatric Ambulance (BARI) – Basic Life Support unit modified to carry severely obese.

Boat (BOAT) – A boat designed and outfitted for rescue and transport purposes.

Brush Truck (BRUSH) – Apparatus used specifically to combat brush fires.

Deuce ½ (M35) - The basic M35 cargo truck is rated to carry 5,000 pounds off-road or 10,000 pounds on roads, can be used for high water rescues.

Engine (ENG) – apparatus carrying more than 500 gallons of water, with the ability to pump water.

Fire Marshal (FM) – Unit that enforces the fire code and investigates fires.

Field Communications Unit (FLDCM) – Unit that can respond to an event with a compliment of portable radios, can facilitate communications between various agencies and provide an on scene command post.

Fire Police (FP) – members who based upon their jurisdictional authority, receive limited sworn police powers, special training, and support firefighting efforts at emergency incidents.

EMS Gator (GATR) – Gator type unit with medical insert allows for safe transport of a patient on a long spine board, or packaged in a Stokes type basket, stretcher or litter.

Haz-Mat Unit (HZMT) – Specialized unit used by hazmat responders responding to calls involving potentially hazardous materials.

Light Truck (LIGH) – Unit with external lighting.

Medical Ambulance Bus (MAB) – designed to provide mass casualty incident response and transport, medical evacuations, on site triage, firefighter and EMS rehabilitation and medical support for long term emergency incidents.

Medevac Helicopter (MEVAC) – Helicopter capable of moving patients from a scene or inter-hospital transports at a long distance in a timely manner.

Rescue Engine (RENG) – Engine carrying a limited assortment of vehicle extrication equipment or other equipment used for rescue services.

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Rescue (RES) – Apparatus designed for specialized heavy rescue services

Paramedic (ALS) – Advanced Life Support unit.

Squad Engine (SQENG) – Engine that can respond and do work as an engine, truck or rescue.

Tanker (TANK) – Apparatus carrying more than 3,000 gallons of water that may or may not have the ability to pump large volumes of water.

Tele-squirt (SQLAD) – Engine equipped with an elevated master stream device.

Tower Ladder (TLAD) – Ladder trucks with a work platform (bucket).

Underwater Rescue (DIVE) – Specially equipped unit carrying equipment for underwater, SCUBA rescues.

Utility (UTIL) – Apparatus that functions in a support mode, or ancillary work capacity.

6. Radio Procedures and Functions

6.1 Help Desk Procedures (Computer/Radio System). MCSO provides a dedicated IT and Radio assistance network to help users of the CAD, MDC, and radio technologies resolve their system problems.

MCSO IT personnel staff the Help Desk during regular business hours. If an emergency occurs during business or after hours, and you are unable to perform your duties as a result of inoperable technology with no viable alternatives, contact the Monmouth County Help Desk at (732) 431-6400 ext. 1600 and follow the prompts. If immediate assistance is needed, and you are transferred to MCCC, ask for the on duty supervisor to page an on-call MCSO IT technician for computer issues, or a MCSO Radio technician for radio issues. They will return your call as soon as possible.

If calling after hours for a non-emergency, leave a voice mail message or send an E-Mail to helpdesk@mcsonj.org providing the following and a technician will contact you during the next business day:

- Your name, department, and phone number; and
- Describe the specific nature of the problem or concern.

6.2 Station Alerting and Vehicle Status. All fire/rescue stations dispatched by MCCC shall be dispatched on a designated paging channel zone based on their geographic location in the county. MCCC activates a standardized alert tone activating a pager to notify each station personnel that one or more stations has been dispatched to an event. The Computer Aided Dispatching (CAD) system is integrated with the internet and an email server enabling additional notifications on systems such as “E-Dispatch” and “I am Responding.”

6.3 Tracking Unit Statuses. Upon being dispatched to an event, all apparatus and line officers shall notify MCCC via radio on their designated response zone channel that they are responding. Only the first responding apparatus and first responding chief officer (66-69) shall be acknowledged. All units will be entered into the Computer Aided Dispatch (CAD) system.

6.4 Mobile Data Computer/Tablet.



Some Monmouth County fire/rescue apparatus are equipped with Mobile Data Computers or Tablets. Whether an agency has a computer or a tablet, within this document, the label MDC refers to both. The MDC is connected to the MCCC Computer Aided Dispatch (CAD) network through a wireless air card in the MDC or a modem in the apparatus, both of which are acquired and up kept through the municipality. One feature of the MDC is it enables personnel to status their vehicle without verbalizing this fact over the air. The first responding Fire Officer, and the first responding fire apparatus shall verbalize over their assigned response channel to MCCC that they are responding to the event. Additional fire/rescue units responding that are equipped with a MDC should use their MDC to status their vehicle appropriately thus reducing unnecessary radio traffic on the response channel.

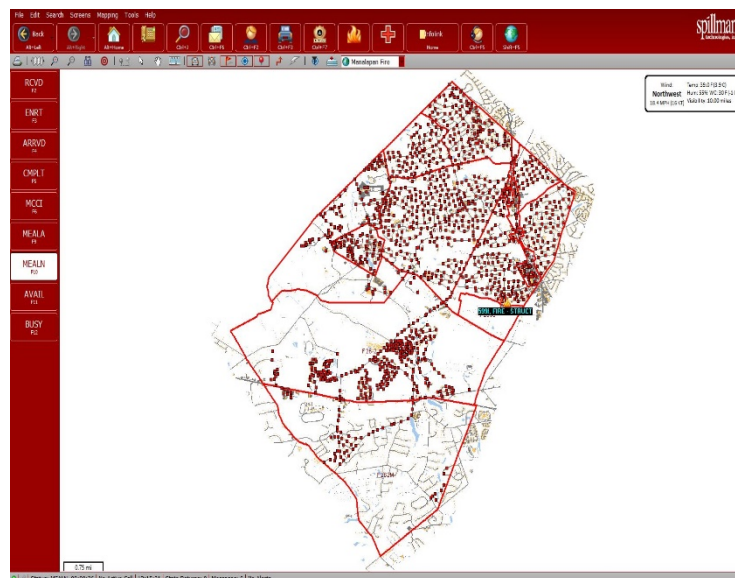
The status buttons are located under the “mapping” feature. Most buttons are self explanatory with these few exceptions:



AVAIL - AVAIL is **only** to be used when multiple units are on the scene of an event, and only a single unit is clearing from the scene. Do not use AVAIL to clear the **last** unit off of an event, as the call will stay open with no units assigned to it.



CMPLT - CMPLT is to be used when the event is complete and all units are clear from the scene.



6.5 Preliminary Report. The first arriving unit, shall transmit a preliminary report within five (5) minutes of arrival. The preliminary report should include the address (state if changed), a brief description of the situation to include, conditions on arrival, actions being taken, unit establishing command and any special dispatch requests.

Example: “Monmouth North response from 13-66, on location 123 Main Street, light fire showing on division 2 alpha/bravo corner, 13-66 is establishing command, transmit my box alarm.” The size-up shall be retransmitted by MCCC.

6.6 Progress Report. The continuing history of the development, control, and extinguishment of the fire or emergency. Throughout a time sensitive incident, the Incident Commander (IC) shall provide MCCC as soon after fifteen (15) minutes as practical with a “Progress Report” on the operations in development, control, and extinguishment of the fire. If the IC fails to transmit a progress report, MCCC will prompt the IC for a progress report. The progress report should include but not limited to, address, size of building, construction, occupancy type, current fire conditions, number of lines stretched and operating, search results or limitations of fire building and exposures, fire tactics and strategy, incident status and special dispatch requests.

The following terms will be used for the incident status:

- **“Doubtful”** Indicates that a fluid and still developing situation exists.
- **“Probably will hold”** Indicates that in the judgement of the IC there is enough apparatus, equipment and personnel to contain the fire or emergency and prevent any further extension or escalation. However, if an unknown, unusual or unpredictable condition develops, additional help may be required, but fire or emergency will not develop to critical or uncontrollable proportions.
- **“Under control”** Indicates that at this time, in the judgement of the IC, final extinguishment of the fire or control of the emergency will be accomplished by the apparatus, equipment and personnel on the scene.
- **“Conditions Improving”** Indicates that the fire forces are making headway but that final extinguishment has not been achieved. Use of the term “Conditions Improving” requires a description of areas in which fire has been contained, such as:
 - Visible fire has been extinguished on Division 3 and 4, interior attack continues on division 5 and cockloft.
- **“Conditions Unchanged”** Indicates that the fire, heat and smoke are the same as in the previous report and that the fire force has made little or no advance in extinguishment. This term shall only be used for prolonged events as a substitute for a progress report accompanied by a general description:
 - Conditions remain unchanged. Fire is still confined to previously reported locations and attack is being continued.
- **“Light Fire Situation”** Indicates a fire which can be extinguished with the operation of one (1) hoseline or hand extinguishers. It includes fire that can be readily extinguished without resorting to extinguishing agents.
- **“Medium Fire Situation”** Indicates a fire which may be extinguished with the operation of two (2) hoselines. Fire may involve the structure, contents or both. When describing a fire as Medium Fire Situation, include a quantitative description of the fire: Location, volume and direction or travel of fire.
- **“Heavy Fire Situation”** Indicates a fire that will require the operation of more than two (2) hose lines to extinguish the fire or requires the use of hoselines in conjunction with the use of heavy appliances. When describing a fire as Heavy Fire Situation, include a quantitative description of the fire: Location, volume, and direction of travel.



6.7 Fire Building and Exposure Identification. The identification of buildings and subdivisions within buildings continues to be a problem for firefighting forces. The following outlines a system which will provide a simple and clear concept for building identification. This system uses a more practical approach, which will lead to improved on-scene communications. (See Illustration #1)

The system uses a series of numbers and letters to develop an identification code which is directly related to the building or occupancy the communicator is talking about. This system always uses as a reference point, the view as seen by the person standing in front of and looking at the original fire building.

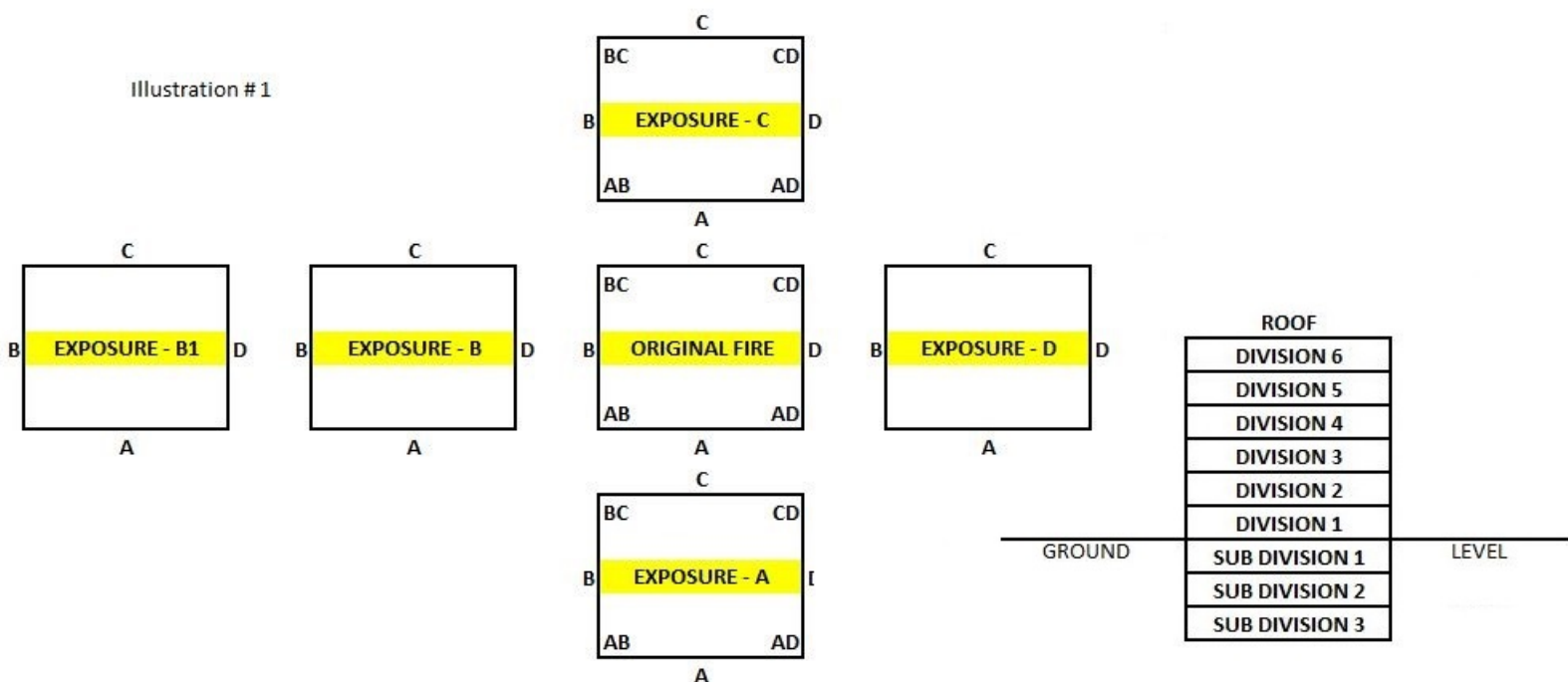
Identifying the Fire Building: (All descriptions use a clockwise rotation from street side.)

- A – Street side of the fire building or area.
- B – Left side of the fire building or area.
- C – Rear of fire building or area.
- D – Right side of fire building or area.
- A-B – The front left corner.
- B-C – The rear left corner.
- C-D – The rear right corner.
- A-D – The front right corner.
- Division 1 – The ground floor of the fire building.
- Division 2 – Floor above the ground floor of the fire building.
- Sub Division 1 – Floor below the ground floor of the fire building.

Identifying the Exposures: (All descriptions use a clockwise rotation from street side.)

- Exposure A – Used to indicate any building or area opposite the front of the main fire building.
- Exposure B – Used to indicate any building or area to the left of the main fire building.
- Exposure C – Used to indicate any building or area to the rear of the main fire building.
- Exposure D – Used to indicate any building or area to the right of the main fire building.
- Exposure B1 – Used to indicate any building or area two times to the left of the main fire building.

Illustration # 1



6.8 Emergency Radio Communications. The following transmissions are to be used with discretion. The terms **“MAYDAY”** and **“URGENT”** must only be used as is indicated herein. They are intended for use in situations where immediate communication is necessary to protect life or prevent injury. Whenever the Emergency Button (EB) has been pressed, and/or a **“MAYDAY”** or **“URGENT”** is transmitted, all radio communications on the frequency are to cease, except those between the member initiating the emergency transmissions and the IC. The initiating member shall repeat **“MAYDAY”** three times followed by the remainder of the message. **“URGENT”** may be used at the end of a transmission and may only be said once. Normal communications may resume upon completion of the emergency message or signal unless the IC orders otherwise.

NOTE:

- **“MAYDAY”** transmissions have priority over **“URGENT”** transmissions.
- To minimize misunderstanding, the terminology used below is mandatory. All members must be completely familiar with the terminology and use it exclusively for its intended purpose. No other wording is to be used for emergency transmissions. The term **“COLLAPSE”** is to be used to indicate **STRUCTURAL FAILURE only**.

The **“MAYDAY”** transmission is an indication that a life-threatening situation has developed. The term **“MAYDAY”** should be used only in the following five (5) situations:

- Collapse Imminent
- Structural Collapse Has Occurred
- Unconscious or Life Threatening Injury
- Missing Member
- Lost or Trapped

Example: Interior: *“MAYDAY-MAYDAY-MAYDAY, Command from Interior, MAYDAY.”*

Command: *“Interior from Command, go ahead with your MAYDAY.”*

Interior: *“Command from Interior, MAYDAY-INJURED MEMBER”* and provide the following information:

- Location;
- Unit and Identity of the injured member;
- Nature and extent of the injuries, if known;
- Resources needed.

The **“URGENT”** transmission is used to indicate non-life threatening injury or to inform members of a serious change in conditions. Some examples of situations when the term **“URGENT”** may be used include but not limited to the following:

- Non-Life Threatening Injury;
- Unable to Secure a Water Supply;
- Interior Attack Discontinued;
- Anytime a Change in Conditions Will Severely Impact an Operation or the Safety of Members.
- Danger of Collapse;
- Fire Entering an Exposure;
- Loss of Water;

Example: Driver: *“Command from 25-74, URGENT.”*

Command: *“25-74 from Command, go ahead with your URGENT.”*

Interior: *“Command from 25-74, URGENT-WATER LOSS”* and provide the following information:

- Nature of the problem;
- Identity of the units with lines affected.

6.9 Emergency Button Activation – (Accompanied by a Verbal Explanation). For those radios that are equipped with an **Emergency Button (EB)** function. When personnel activate this button, an audible alarm and a flashing visual icon appears on the fire/rescue communications dispatcher consoles. Whenever possible, field personnel must accompany the activation of the **EB** with a verbal explanation of the unit's emergency. MCCC will then dispatch the appropriate resources to mitigate the emergency, e.g., manpower, law enforcement, etc. Sometimes, however, this may not be possible.

6.10 Emergency Button Activation – (Silent). As discussed above, activating the radio **Emergency Button** will cause an audible alarm and a flashing visual icon to appear on the fire/rescue communications dispatcher consoles. Since personnel may activate the **EB** when they are unable to broadcast a verbal distress message, the procedure below will occur:

- If unit personnel do not provide a verbal explanation regarding the nature of the emergency, MCCC will transmit: *“(Unit designation), do you have an emergency?”*
- When the unit receives MCCC's message, if the activation was unintentional, unit personnel will advise MCCC of the error and reset its radio. MCCC will also reset the dispatch console.
- If the dispatcher receives no response to his/her query, MCCC will contact the appropriate law enforcement agency and request a welfare check response to the location of the unit.

This procedure provides the affected unit an opportunity to clarify its disposition, avoids repetitive questioning, protects the safety of the affected personnel, and prevents an unnecessary law enforcement response.

6.11 Immediate Danger Alert Tone/Evacuation Tone - IDAT. If the Incident Commander or designee determines that a structure or other hazardous area must be evacuated immediately, MCCC will be directed to

sound the alternating high-low radio evacuation tone  **WARBLE** known as the **IDAT** Immediate Danger Alert Tone or Evacuation Tone. When personnel operating at or near the incident site hear this audible warning tone, they must immediately evacuate the affected area because an imminent danger to operating personnel has been identified. Apparatus drivers must assist with this evacuation by simultaneously sounding their apparatus air horns with a single, long (approximately one minute), continuous blast. MCCC must determine the affected area from the Incident Commander and repeat this information across all response channels:

SAMPLE:  **WARBLE** *“MONMOUTH COUNTY to all units operating at (street address and town), Evacuate the building.” Repeat Message...*

6.12 Elapsed Time On-Scene & Incident Duration Reminders - (IDRs). To ensure the safety and welfare of personnel operating at an event, MCCC will issue “Elapsed Time On-Scene” and “Incident Duration Reminders,” or **IDRs**, consistent with the requirements established by “*New Jersey Fire Code 5:75-2.10 Incident Time-Keeping.*” These notifications will be issued fifteen (15) minutes after the arrival of the first primary unit at events where members will be operating in an immediately dangerous to health and life (IDLH.) atmosphere. MCCC will issue IDRs after every progress report until the event is declared under control by the incident commander.

SAMPLE: *“83-68 from MONMOUTH LAN RESPONSE, a Progress Report is due;”*

“MONMOUTH LAN RESPONSE from 83-68, (progress report...);”

“83-68 received, (repeat progress report...), duration of incident is ## minutes.”

6.13 Incident Completion. When individual agencies or an event is complete, the Incident Commander (IC) or their designee shall transmit on their assigned response channel that the apparatus and/or station is clear. To avoid unnecessary radio traffic, individual apparatus shall not call clear.

Those units equipped with a MDC are encouraged to enter their call disposition into the call narrative without verbalizing it over the air. This will help eliminate unnecessary radio traffic.

Example: “*MONMOUTH LAN RESPONSE from 25-66, District 25 Clear and Available, CAD Narrative was updated*”

7. Dispatch Policies / Procedures

- **ALL F.C.C. RULES AND REGULATIONS WILL BE FOLLOWED AT ALL TIMES.**
- MCCC will activate pager alerts for official firematic business only. Transmissions concerning drills, parades, softball games, business meetings, dinners, picture taking, wet downs or any other nonessential activities are not permitted by the F.C.C. Rules and Regulations.
- All pager messages will be repeated once.
- All pager alerts will be activated in intervals. First alert will be the initial dispatch. If the call is not answered or acknowledged within five (5) minutes of the first alert, a second alert will be transmitted. If the call is not answered or acknowledged within five (5) minutes of the second alert, ten (10) minutes total, a third alert and mutual aid will be transmitted. If mutual aid has been dispatched and the primary agency acknowledges the call, the decision as to who will respond will be on the primary agencies unit who acknowledges the call.
 - The phrase “*SECOND ALERT*” or “*THIRD ALERT*” will be transmitted, **NO** other terminology will be used in regards to additional paging alerts.
- All transmissions will be kept short and to the point.
- Avoid familiarity, avoid transmitting a person by their first name or nickname, over any channel. If it is necessary to identify someone on the air, transmit his or her rank and last name. (E.g. Chief Smith.)
- The use of phrases such as “thank you”, “please” and “you’re welcome” are unnecessary and do not need to be used on any radio channel.
- The use of slang, cursing or laughing on the air is strictly prohibited.
- Radio silence should be maintained when:
 - Within 200 yards of blasting operations or a potential device.
 - A **MAYDAY** or **URGENT** message has been broadcasted.
 - One transmission will interfere with another.
 - You are instructed to stand by.
 - A **Signal 1-1-1** has been transmitted. This is only used when a major emergency is in progress. **DO NOT TRANSMIT UNLESS YOU ARE DIRECTLY INVOLVED IN AN EMERGENCY.** Use another channel if possible.

- When transmitting a number that contains more than one digit, do not run the numbers together. A number such as 123, is transmitted as “one two three,” not, “one hundred and twenty three.”
- All pertinent information to an event shall be transmitted over the air, such as, “nothing showing”, “smoke visible”, etc. and will be rebroadcasted by MCCC.
- Any Monmouth County Fire Department requested or dispatched for mutual aid outside of Monmouth County, shall notify MCCC by phone or on their assigned response channel zone. Notification must be made to avoid duplicate dispatches, to remove the fire department from mutual aid plans and make notification to the Monmouth County Fire Marshal’s Office.
- When calling MCCC, direct the radio call to “MONMOUTH and the Response Zone Channel,” or the Channel Name followed by who is calling.
 - **EXAMPLE:** “MONMOUTH North Response from 29-66.”
“MIDDLETOWN” from 31-66.”
- It is strongly encouraged that the IC use cellular telephones when at all possible for non-emergency transmissions to reduce the amount of radio traffic on the county-wide channels.
- It is not necessary for line officers and apparatus responding to non-emergency events, that normally would not receive an incident number, such as, but not limited to, parades, wetdowns, fairs, field days, fund raising activities, fuel, etc. to notify MCCC. These non-emergency communications routinely interfere with current emergency radio traffic.
- **Monmouth County Response channels are to be used for direct communication to MCCC only. At no time should Monmouth County Response channels be used for fire ground communications. After reporting on location, units shall switch to a Monmouth County fire ground channel for on-scene operations. The Incident Commander shall continue to monitor the Monmouth County Response Channel for communications with MCCC.**

7.2 Emergency Contacts. Each Fire Department dispatched by MCCC shall submit a list of their current line officers and contact information to MCCC in **January** of each year. This will enable MCCC to contact the appropriate personnel when necessary.



8. Dispatch Terminology

The following **CAD Incident Types** will be used by the dispatcher when generating an event. Listed under the incident type, is the terminology, but not limited to, that will be used when dispatching that event.

Fire – Alarm

Residential Fire Alarm
Commercial Fire Alarm
Fire Alarm, Water Flow

CO Alarm

CO Alarm
CO Incident

Fire – Struct

Any fire inside or involving a structure
Structure Fire
Apartment/Townhouse Fire
Shed Fire
Garage Fire
Stove/Oven Fire
Furnace Fire
Electrical Fire
Dryer Fire
Inside Smoke Odor/Condition
Any specific appliance fire,
-toaster, microwave, etc.

Fire – Vehicle

Vehicle Fire
Vehicle Smoking
Truck Fire

Fire – Woods

Brush Fire
Mulch Fire

Fire – Trash

Trash Fire
Rubbish Fire
Dumpster Fire

Wire/Pole Down

Wires
Transformer Fire
Pole Fire

Gas Odor/Leak

Natural Gas Leak
Odor of Natural Gas
Gas Line Struck

Water Problem

Water Leak
Water Leak / Electric Hazard
Steam Rupture

MVA Fire

MVA Fire BLS

MVA Fire ALS

Motor Vehicle Crash / Injuries
Motor Vehicle Crash / Entrapment
Motor Vehicle Crash / Fuel Spill
Motor Vehicle Crash / Overturn
Motor Vehicle Crash / Car vs House
Motor Vehicle Crash / Fluids

Wcraft-Accident

Boat Crash

Haz-Mat

Haz-Mat Spill/Odor
Haz-Mat / Vehicle Leaking Fuel

Rescue – Confined Space

Confined Space Rescue

Rescue – Elevator

Elevator Rescue
Elevator Alarm

Aircraft

Plane Crash

Rescue – Water

Smart Water Res

Water Rescue
Missing Swimmer
Submersion

Rescue Other

Medevac

Medevac Assignment

Fire - Other

Stand-By
Assist PD
Fire Police Request

Fire – EMS Asst

Assist EMS... (Lifting, Forced Entry)

Fire – RIT

RIT/RIC Assignment

Fire – Outsodor

Outside Smoke Odor/Condition

Mutual Aid - F

Mutual Aid (Announce type of unit requested)

- Full Station
- Engine
- Ladder
- Tanker
- Rescue

Lock Out

Vehicle Lock Out
House Lock Out

Covr Assgnmnt

Cover Assignment

Bomb Threat / Device

Special Assignment

Administrative Assignments

Admn-Open Burn

Open Burn Permits

Drill Ntfctn

Fire Drill
Lockdown Drill
Bomb Threat Drill
Evacuation Drill

Fire – Invstgtn

Fire Investigation

Knox Activation

Request for Knox Key

OOS – Alarm FD

Any fire alarm or sprinkler out of service

OOS – Hydrant

Any fire hydrant out of service

OOS – Road

Any road closure

OOS – Water

Any broken water main or shut down

Special Event

Any special event a unit may respond to

9. Monmouth County Fire Service Radio Number Designations

9.1 Radio Number Designations

- Municipality, Station and Vehicle numbers have been assigned to each Municipality, fire station, and fire apparatus in Monmouth County.
- Town numbers consist of two (2) digit (Municipal Identifier), station numbers consist on one (1) number and vehicle numbers consist of two (2) numbers.
 - If there is only one (1) station in the town or district, the station number will be dropped and not used.
- District or Station numbers will be transmitted at the beginning of the an alert message in place of the Department or Company name:
 - **Example:** “Station 16-2, not East Freehold Fire Company.”
- The vehicle numbering system provides immediate identification of a unit by the municipality or agency, station and vehicle type.

00	0	00
Municipality	Station	Unit Type

9.2 Vehicle Identification

30-39	Fire Investigators / Fire Inspectors / Fire Bureau Officials
66-68 (69,70,71)	Fire Department/Company Chief Officers
	66 – Fire Chief
	67 – Deputy or Assistant Chief
	68 – Assistant Chief
(69,70,71) 70-71	Fire Department/Company Officers
	69 – Assistant Chief or Captain
	70 – Assistant Chief, Captain or Lieutenant
	71 – Assistant Chief, Captain or Lieutenant
72-84	Fire Department Engines
85-86	Fire Department Rescues
87-88	Fire Department Utility / Salvage
89-92	Fire Department Ladders or Trucks
93-94	Fire Department Brush Units
95-96 (97)	Fire Department Tankers/Tenders
(97) 98-99	Free Text (Fire Police, Utility, etc.)

10. Monmouth County Municipalities and Fire Stations

<u>11</u>	<u>Eatontown Borough</u>		<u>25</u>	<u>Long Branch City</u>		<u>33</u>	<u>Monmouth Beach Borough</u>
11-1	Engine Truck and Hose Co		25-1	Atlantic Engine Co		33-1	Monmouth Beach Fire Co
<u>12</u>	<u>Englishtown Borough</u>		25-2	Branchport Hose Co		<u>34</u>	<u>Neptune Township</u>
12-1	Englishtown Fire Dept		25-3	Elberon Fire Co		34-1	Hamilton Fire Co
<u>13</u>	<u>Fair Haven Borough</u>		25-4	Independent Engine & Truck		34-2	Liberty Fire Co
13-1	Fair Haven Fire Dept		25-5	Neptune Hose Co		34-3	Shark River Hills Fire Co
<u>14</u>	<u>Farmingdale Borough</u>		25-6	Oceanic Engine & Truck Co		34-4	Unexcelled Fire Co
14-1	Farmingdale Fire Dept		25-7	Oliver Byron Engine Co		34-9	Neptune Twp OEM
<u>15</u>	<u>Freehold Borough</u>		25-8	Phil Daly Hose Co		<u>35</u>	<u>Neptune City Borough</u>
15-1	Engine Co #1		25-9	West End Fire Co		35-1	Neptune City Fire Dept
15-2	Goodwill Hook & Ladder		<u>26</u>	<u>Manalapan Township</u>		35-9	Neptune City OEM
15-3	Monmouth Hose		26-1	Gordons Corner Fire Co		<u>36</u>	<u>Tinton Falls Borough</u>
15-4	Richardson Engine Co #2		26-2	Manalapan Fire Co #1		36-1	Tinton Falls Fire Co. #1
<u>16</u>	<u>Freehold Township</u>		<u>27</u>	<u>Manasquan Borough</u>		36-2	Wayside Fire/Rescue Co
16-1	Freehold Independent		27-1	Manasquan Hook & Ladder		36-3	Pine Brook Community Hose
16-2	East Freehold Fire Co		27-2	Manasquan Engine Co #2		36-4	Northside Engine Co. #4
<u>17</u>	<u>Highlands Borough</u>		<u>28</u>	<u>Marlboro Township</u>		<u>37</u>	<u>Ocean Township</u>
17-1	Columbus Hose Co		28-1	Marlboro Fire Co #1		37-1	Oakhurst Ind Hose Co
17-2	Star Hook & Ladder		28-2	Robertsville Fire Co #1		37-2	Wanamassa Fire Co
<u>18</u>	<u>Holmdel Township</u>		28-3	Morganville Ind Fire Co		<u>38</u>	<u>Oceanport Borough</u>
18-1	Holmdel Fire Co #1		28-4	Morganville Vol Fire Co		38-1	Oceanport Hook & Ladder
18-2	Holmdel Fire/Rescue Co #2		<u>29</u>	<u>Matawan Borough</u>		38-2	Port-Au-Peck Chemical Hose
<u>19</u>	<u>Howell Township</u>		29-1	Freneau Fire Co		<u>39</u>	<u>Hazlet Townshis</u>
19-1	Squankum Fire Co		29-2	M.E. Haley Fire Co		39-1	Hazlet Fire Co #1
19-2	Adelphia Fire Co		29-3	Hook & Ladder Co		39-2	North Centerville Fire Co #1
19-3	Southard Fire Dept #1		29-4	Midway Hose Co		39-3	West Keansburg Fire Co
19-4	Ramtown Fire Co		29-5	Washington Hose Co		<u>41</u>	<u>Roosevelt Borough*</u>
19-5	Freewood Acres Fire Co		<u>31 & 71</u>	<u>Middletown Township</u>		32-1	Millstone Twp Fire Co
<u>21</u>	<u>Keansburg Borough</u>		31-1	Navesink Hook & Ladder		<u>42</u>	<u>Rumson Borough</u>
21-1	Manning Place Fire Co		31-2	Brevent Park Leonardo Fire		42-1	Oceanic Hook & Ladder #1
21-2	New Point Comfort Fire Co		31-3	Belford Engine Co		42-2	Rumson Fire Co
<u>22</u>	<u>Keyport Borough</u>		31-4	Community Fire Co		<u>43</u>	<u>Sea Bright Borough</u>
22-1	Eagle Hose Co #4		31-5	East Keansburg Fire Co		43-1	Sea Bright Engine Co
22-2	Engine Co		31-6	Port Monmouth Fire Co		43-2	Sea Bright Hook & Ladder
22-3	Fire Patrol		31-7	Independent Fire Co		<u>44</u>	<u>Sea Girt Borough</u>
22-4	Hook & Ladder		31-8	Middletown Twp. Fire Co #1		44-1	Sea Girt Fire Dept
22-5	Liberty Hose Co #3		31-9	River Plaza Hose Co #1		<u>45</u>	<u>Shrewsbury Borough</u>
22-6	Lincoln Hose Co #1		71-1	Lincroft Fire Co		45-1	Shrewsbury Hose Co #1
22-7	Raritan Hose Co #2		71-2	Old Village Fire Co		<u>46</u>	<u>Shrewsbury Township*</u>
<u>23</u>	<u>Little Silver Borough</u>		71-3	Middletown Fire Police		45-1	Shrewsbury Hose Co #1
23-1	Little Silver Fire Dept		71-4	Middletown Special Services			
<u>24</u>	<u>Loch Arbor Village*</u>		71-5	Middletown Air Unit			
81-1	Allenhurst Fire Dept		71-6	Middletown Twp Fire Aca			
			71-7	Middletown LDH Strike			
			71-8	Middletown Safety			
			71-9	Middletown OEM/Field Com			
			<u>32</u>	<u>Millstone Township</u>			
			32-1	Millstone Twp Fire Co			

<u>47</u>	<u>Lake Como Borough*</u>	<u>61</u>	<u>Deal Borough</u>	<u>83</u>	<u>Asbury Park City</u>
87-1	Union Fire Co #1	61-1	Deal Fire Dept	83-1	Asbury Park Fire Dept
87-2	Goodwill Fire Co				
87-3	Hook & Ladder	<u>62</u>	<u>Interlaken Borough*</u>	<u>84</u>	<u>Colts Neck Township</u>
		81-1	Allenhurst Fire Dept	84-1	Colts Neck Fire Co #1
<u>48</u>	<u>Spring Lake Borough</u>			84-2	Colts Neck Fire Co #2
48-1	Spring Lake Fire Co #1	<u>63</u>	<u>Aberdeen Township</u>		
48-2	Goodwill Fire Co #2	63-1	Oak Shades Fire Co	<u>85</u>	<u>Atlantic Highlands Borough</u>
		63-2	Cliffwood Fire Co	85-1	Atlantic Highlands Fire Dept
<u>49</u>	<u>Spring Lake Heights Borough</u>			85-2	Hook & Ladder
49-1	Spring Lake Hgts Fire Dept	<u>64</u>	<u>Red Bank Borough</u>	85-3	Mantel Hose Co
		64-1	Hook & Ladder Co		
<u>51</u>	<u>Upper Freehold Township*</u>	64-2	Relief Engine Co	<u>86</u>	<u>Avon-By-The-Sea Borough</u>
51	Upper Freehold Fire Marshal	64-3	Independent Engine	86-1	Avon Fire Dept
82	Hope Fire Co	64-4	Liberty Hose Co		
		64-5	Union Hose Co	<u>87</u>	<u>Belmar Borough</u>
<u>52</u>	<u>Wall Township</u>	64-6	Westside Hose Co	87-1	Union Fire Co #1
52-1	West Belmar Fire Co #1	64-7	Fire Police	87-2	Goodwill Fire Co
52-2	Glendola Fire Co			87-3	Belmar Hook & Ladder Co
52-3	South Wall Fire/Rescue	<u>65</u>	<u>Union Beach Borough</u>		
		65-1	Union Gardens Fire Co	<u>88</u>	<u>Bradley Beach Borough</u>
<u>53</u>	<u>West Long Branch Borough</u>	65-2	Union Hose Co #1	88-1	Pioneer Fire Co
53-1	West Long Branch Fire Dept 1	65-3	Union Beach Fire Co #1	88-2	Independent #2
53-2	West Long Branch Fire Co 2	65-4	Harris Gardens Fire Co	88-3	Bradley #3
<u>54</u>	<u>Ocean Grove</u>	<u>74</u>	<u>Gateway National Park</u>	<u>93 & 67</u>	<u>Monmouth County</u>
54-1	Eagle Hook & Ladder Co	74-1	Sandy Hook Fire/Rescue	67	OEM / EMS
54-2	E.H. Stokes Fire Co			93	Fire Marshal's Office
54-3	Washington Fire Co #1	<u>81</u>	<u>Allenhurst Borough</u>		
		81-1	Allenhurst Fire Dept	<u>94</u>	<u>NWS Earle</u>
<u>55</u>	<u>Monmouth University</u>			94-1	Main Side Station
53-1	West Long Branch Fire Dept 1	<u>82</u>	<u>Allentown Borough</u>	94-2	Waterside Station
53-2	West Long Branch Fire Co 2	82-1	Hope Fire Co		
				<u>99</u>	<u>Brielle Borough</u>
<u>56</u>	<u>Brookdale Community College</u>			99-1	Brielle Fire Co
71-1	Lincroft Fire Co				

* - Municipality uses outside fire protection



11. National Incident Management System

In 2003, then President George W. Bush issued Homeland Security Presidential Directive (HSPD) 5, “Management of Domestic Incidents,” which directed the Secretary of Homeland Security to develop and administer a *National Incident Management System* (NIMS). This system provides a consistent nationwide template to enable Federal, State, tribal, and local governments, nongovernmental organizations (NGOs), and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. This consistency provides the foundation for utilization of NIMS for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

The Incident Command System (ICS) is a coordinated and effective means of fire ground operations. ICS defines the responsibility of the Fire Ground Commander (FGC) and delegates phases of the operation to subordinate officers.

The effectiveness of ICS lies with training and communications. ICS should be utilized with all assignments. If practiced at minor incidents, when a large incident occurs, ICS will fall into place.



NATIONAL INCIDENT MANAGEMENT SYSTEM

12. Local/Mutual Aid Response Plans (MARPs) & Operations

Each Monmouth County Fire Department whether dispatched by MCCC or a local police department shall submit a mutual aid response plan to the Monmouth County Fire Marshal (MCFM). The mutual aid forms can be located at www.mcsonj.org/marp/. Monmouth County Fire Department's that are primarily dispatched by MCCC, shall complete a "Spillman Fire Response Plan" and return it to runcards@mcsonj.org and Monmouth County Fire Department's that are not dispatched by MCCC, shall complete a "MARPs Plan" and return it to marp@mcfmnj.org. These plans should be specific to the geographical location of the response area and the specific incident type. The MCFM will scan the plans into the Mutual Aid Response Plan (MARPs) website for use when mutual aid is requested or the county wide mutual aid plan is implemented. A county wide mutual aid plan will only be implemented, when requested by the IC or designee on-scene of an event. The terms "Send Everybody" or "All Available Assistance or Resources" will not be used. Fire Departments dispatched by MCCC will have their local/mutual aid response plan entered in CAD for use during dispatch. ANY deviations from this plan, shall be submitted in writing to the on-duty supervisor prior to the initiation of change.

All requests for mutual aid should be directed to MCCC by switching to the appropriate response zone channel (see annex 3,) or by telephone. This is the only effective way of coordinating mutual aid resources. When a Fire Department that is not dispatched by MCCC requests mutual aid through MCCC, the Incident Commander shall monitor their appropriate response zone channel for any communications with MCCC. A staging area for responding fire apparatus shall be determined prior to requesting mutual aid and provided at the time of request. All responding mutual aid units should update MCCC as to their status until the unit has arrived on location or is assigned to operate on another channel. The fire ground frequency to be utilized will be determined by the Incident Commander (IC) or designee that requested the mutual aid.

Units assigned to cover assignments, shall monitor the corresponding response zone channel for the department/agency they are covering. MCCC shall call the covering units for assignment using the appropriate North, Central or South response zone channel.

When requesting mutual aid, the preferred method is to simply request your next due alarm. Alarms will consist of 1st Alarm or Initial Dispatch, Box Alarm, 2nd Alarm, 3rd Alarm and subsequent alarms as needed. **No other** terminology will be permitted. MCCC will dispatch or request all the resources listed on the CAD response plan for Monmouth County dispatched agencies or MARPs for non-Monmouth County Dispatched agencies. If the IC or designee does not need all the units on a specific alarm, they shall "special request" what resources they need and the dispatcher shall utilize the next available resource requested from the MARPs.

Example: "MONMOUTH NORTH RESPONSE from 17-66, special request one tower ladder."

All Monmouth County Fire Departments shall notify MCCC of all front line apparatus and specialty units/teams when taken out of service (OOS). The purpose of reporting OOS apparatus is eliminate delays in dispatch that would come by dispatching units that are OOS.

A presentation about the Monmouth County Sheriff's Office Communications Center and the Monmouth County Fire Communications Plan is available to any Monmouth County Fire Department. For arrangement please call (732) 431-6400 ext. 1628.

13. Field Communications Units

MCSO operates three (3) field communications units (Field Coms). All units are self-supportive, or can operate from outside power sources, and outside telephone lines.

MCSO Field Com's are available to any Emergency Service agency within Monmouth County.

- Field Com can be requested by contacting the MCCC at (732) 577-8700.
- When requesting a Field Com to respond, have the following information readily available:
 - o Assignment Type (e.g. Structure Fire, Building Collapse, etc.);
 - o Incident Commander's name and radio ID;
 - o Location of the event to include staging area;
 - o Location where Field Com is to set up, (Location should be upwind of incident.)



Automatic Field Com Responses

- When requested by an Agency, Officer in Charge, or County Official;
- Explosive Threat (with evacuation) to a Monmouth County facility;
- Mass Casualty Incident (MCI) involving six (6) or more EMS squads;
- All EMS mobilization activations where a Monmouth County EMS staging area is established;
- Activation of the Monmouth County Sheriff's Office Dive Team (MERT);
- Structural Fires at the Monmouth Mall or Freehold Raceway Mall or other large scale incidents;
- A fatal fire is transmitted;
- Large Hazardous Material responses;
- Any confirmed airplane crashes;

- Incidents involving a high probability of casualties; involving but not limited to, schools (when school is in session) hotels, hospitals, nursing homes, high rises, large gatherings, convention halls.
- Fourth (4th) alarm fires.

Radio equipment in the Field Com Units include a variety of communications equipment that enable communications on all Countywide channels, State, Marine and most local channels.

- Each unit carries a minimum of twelve (12) portable radios (an additional fifty (50) portable radios are available if needed) spare radio batteries, and cellular telephone equipment.

Field Com units respond with a trained Public Safety Telecommunicator (PST). After arrival at an event, the Field Com becomes **YOUR** on-scene command and communications center. The IC should immediately report to the Field Com and establish an Incident Command Post (ICP) and eliminate unnecessary radio traffic. The field com can relay instructions and messages as needed. All communications should be directed to Field Com by designation of **“FIELD COM”** and not to MCCC or local dispatch.

Field Com units are also available for non-emergency assignments, such as drills, parades, large public gatherings, races, etc. to supplement local radio channel capabilities.

Portable radios, on a separate channel, are available to any emergency agency within Monmouth County. The portables can be used to coordinate pump relay, high rise or tanker/tender operations, or provide additional radio channels for command, traffic or crowd control etc.



14. MONMOUTH COUNTY SHERIFF'S OFFICE
COMMUNICATION'S DIVISION

CONTACT INFORMATION

EMERGENCY

9-1-1

MONMOUTH COUNTY SHERIFF'S OFFICE PUBLIC SAFETY CENTER (MCCC)
2500 KOZLOSKI ROAD
FREEHOLD TWP, NJ 07728

Non-Emergency	(732) 577-8700
Fire Dispatcher Fax	(732) 431-6543
Admin Fax	(732) 431-7103

**MONMOUTH COUNTY SHERIFF'S OFFICE SOUTHERN AREA COMMUNICATIONS
CENTER (SACC) & DISASTER RECOVERY CENTER**
1825 CORLIES AVENUE (STATE ROUTE 33)
NEPTUNE TWP, NJ 07724

Non-Emergency	(732) 643-5700
Fax	(732) 643-5738

Administrative Numbers

Sheriff Shaun Golden	(732) 431-6400 ext. 1111 SGolden@mcsonj.org
Undersheriff of Communications Phil Meehan	(732) 431-6400 ext. 1719 PMeehan@mcsonj.org
9-1-1 Coordinator Dawn Sommeling	(732) 431-6400 ext. 1629 DSommeling@mcsonj.org
Supervisor of Communications / Training John Cuccia	(732) 431-6400 ext. 1626 JCuccia@mcsonj.org
Run Card Updates	runcards@mcsonj.org
Monmouth County IT / Computer Office	(732) 431-6400 ext. 1600 helpdesk@mcsonj.org
Monmouth County Radio Repair	(732) 431-6400 ext. 1622 radiotechs@mcsonj.org

Annex 1 - Department Zone Assignments

NORTH ZONE:

FAIR HAVEN
HIGHLANDS*
KEYPORT
LITTLE SILVER*
LONG BRANCH
MATAWAN
SEA BRIGHT
UNION BEACH*

CENTRAL ZONE:

ASBURY PARK
COLTS NECK
DEAL
NWS EARLE*
OCEAN TWP
OCEANPORT
TINTON FALLS
WEST LONG BRANCH

SOUTH ZONE:

ALLENTOWN
AVON-BY-THE-SEA
BRIELLE
ENGLISHTOWN
FARMINGDALE
FREEHOLD TWP
FREEHOLD BORO
HOWELL*
MILLSTONE
MANALAPAN
NEPTUNE CITY
UPPER FREEHOLD

*Part Time & Backup

Annex 2 – County Channel Lineup

MCCC maintains and operates three (3) paging frequencies that are designated geographically by zone in Monmouth County, North, Central, and South paging and four (4) response channels with the same designations including LAN response. There are seven (7) additional operational channels that are common across all zones but are not monitored by MCCC.

<u>CHANNEL NAME</u>	<u>DESCRIPTION</u>	<u>FREQUENCY & TONE</u>
NORTH PAGING	PAGING CHANNEL ▪ Activation of Tone Alerts. ▪ Knox Box Releases.	154.205 MHz 054 DPL
NORTH RESPONSE	RESPONSE CHANNEL ▪ Direct Communication to MCCC.	154.875 MHz 125 DPL
CENTRAL PAGING	PAGING CHANNEL ▪ Activation of Tone Alerts. ▪ Knox Box Releases.	154.430 MHz 265 DPL
CENTRAL RESPONSE	RESPONSE CHANNEL ▪ Direct Communication to MCCC.	153.905 MHz 343 DPL
SOUTH PAGING	PAGING CHANNEL ▪ Activation of Tone Alerts. ▪ Knox Box Releases.	155.175 MHz 411 DPL
SOUTH RESPONSE	RESPONSE CHANNEL ▪ Direct Communication to MCCC.	151.310 MHz 223 DPL
LAN RESPONSE	RESPONSE CHANNEL / OPERATIONS ▪ Direct Communication to MCCC. ▪ Fire Ground Operations for Asbury Park and Neptune Twp.	P25
FIRE NORTH **	RESPONSE CHANNEL ▪ Direct Communication to MCCC.	P25
FIRE CENTRAL **	RESPONSE CHANNEL ▪ Direct Communication to MCCC.	P25
FIRE SOUTH **	RESPONSE CHANNEL ▪ Direct Communication to MCCC.	P25
FIRE GROUND 2*	INTERAGENCY and FIRE GROUND ▪ Fire Ground Operations. ▪ Interagency Communications.	154.175 MHz 151.4 PL

FIRE GROUND 3*	INTERAGENCY and FIRE GROUND	154.280 MHz
	▪ Fire ground Operations.	151.4 PL
	▪ Interagency Communications.	
	▪ Primary Medevac Operations.	
FIRE GROUND OPS 4*	INTERAGENCY and FIRE GROUND	154.965 MHz
	▪ Fire Ground Operations.	074 DPL
	▪ Interagency Communications.	
	▪ Secondary Medevac Operations.	
FIRE GROUND OPS 5*	INTERAGENCY and FIRE GROUND	156.000 MHz
	▪ Fire Ground Operations.	606 DPL
	▪ Interagency Communications.	
	▪ LDH Pipeline Operations.	
FIRE GROUND OPS 6*	INTERAGENCY and FIRE GROUND	153.830 MHz
	▪ Fire ground Operations.	151.4 PL
	▪ Interagency Communications.	
	▪ RIT/RIC Operations.	
FOREST FIRE	NJ FOREST FIRE SERVICE	159.375 MHz
	▪ Interagency Communications with NJFFS. Channel is NOT for Local Use.	
SPEN 4*	INTERAGENCY MUTUAL AID	153.785 MHz
	▪ This channel shall be used primarily as a coordination, for a method of direct intercommunications between State, County, and municipal Public safety Agencies such as fire, emergency medical, and emergency management. It will provide an interface between law enforcement agencies and other public safety organizations.	

*** - Channels are not monitored or recorded by MCCC.**

**** - Channels are not in service as of August 1, 2019.**

MCCC operates several Monmouth County Fire Department radio channels that are maintained by the individual municipalities.

LONG BRANCH FIRE	FIRE GROUND	154.265 MHz
	- Primary Fire Ground Operations. - On-scene ICS Command Communications.	151.4 PL
NEPTUNE PAGING	PAGING CHANNEL	154.340 MHz
	Activation of Tone Alerts.	173.8 PL
NEPTUNE OEM	PAGING CHANNEL / OPERATIONS	158.865 MHz
	- OEM/ANSWER Activation of Tone Alerts. - OEM On-Scene Operations.	074 DPL
ANSWER	PAGING CHANNEL / OPERATIONS	155.355 MHz
	ANSWER On-Scene Operations.	074 DPL
OCEAN GROVE FIRE	PAGING CHANNEL / OPERATIONS	159.450 MHz
	- Activation of Tone Alerts. - Fire Ground Operations.	151.4 PL
NEPTUNE CITY EMS PAGING	PAGING CHANNEL	159.180 MHz
	Activation of Tone Alerts.	151.4 PL
SEA GIRT FIRE	PAGING CHANNEL / OPERATIONS	166.250 MHz
	- Activation of Tone Alerts. - Fire Ground Operations.	127.3 PL
MIDDLETOWN PAGING	PAGING CHANNEL	154.295 MHz
	FD & EMS Activation of Tone Alerts.	88.5 PL
MIDDLETOWN FIRE OPS	RESPONSE CHANNEL / OPERATIONS	151.130 MHz
	- Direct Communication to MCCC. - Primary Fire Ground Operations.	97.4 PL

Annex 3 – Radio Channel Zone Assignments

NORTH FIRE / EMS CHANNEL CONFIGURATION							
DESIGNATION	LABEL	RX FREQ.	RX PL	RX DPL	TX	TX PL	TX DPL
NORTH PAGING	NORTH PAGING	154.205		054	154.205		054
NORTH RESPONSE	NORTH RESPONSE	154.875		125	156.030		125
FIRE GROUND 2	FIREGROUND 2	154.175	151.4		154.175	151.4	
FIRE GROUND 3	FIREGROUND 3	154.280	151.4		154.280	151.4	
FIRE GROUND OPS 4	FIRE OPS 4	154.965		074	154.965		074
FIRE GROUND OPS 5	FIRE OPS 5	156.000		606	156.000		606
FIRE GROUND OPS 6	FIRE OPS 6	153.830	151.4		153.830	151.4	
EMS COUNTYWIDE	EMS CTYWIDE 1	153.755		172	153.755		172
EMS OPS 2	EMS OPS 2	155.280	151.4		155.280	151.4	
LOCAL CHANNELS							
CENTRAL FIRE / EMS CHANNEL CONFIGURATION							
DESIGNATION	14 CHAR. LABEL	RX FREQ.	RX PL	RX DPL	TX	TX PL	TX DPL
CENTRAL PAGING	CNTRL PAGING	154.430		265	154.430		265
CENTRAL RESPONSE	CNTRL RESPONSE	153.905		343	158.955		343
FIRE GROUND 2	FIREGROUND 2	154.175	151.4		154.175	151.4	
FIRE GROUND 3	FIREGROUND 3	154.280	151.4		154.280	151.4	
FIRE GROUND OPS 4	FIRE OPS 4	154.965		074	154.965		074
FIRE GROUND OPS 5	FIRE OPS 5	156.000		606	156.000		606
FIRE GROUND OPS 6	FIRE OPS 6	153.830	151.4		153.830	151.4	
EMS COUNTYWIDE	EMS CTYWIDE 1	153.755		172	153.755		172
EMS OPS 2	EMS OPS 2	155.280	151.4		155.280	151.4	
LOCAL CHANNELS							
NORTH FIRE / EMS CHANNEL CONFIGURATION							
DESIGNATION	14 CHAR. LABEL	RX FREQ.	RX PL	RX DPL	TX	TX PL	TX DPL
SOUTH PAGING	SOUTH PAGING	155.175		411	155.175		411
SOUTH RESPONSE	SOUTH RESPONSE	151.310		223	159.315		223
FIRE GROUND 2	FIREGROUND 2	154.175	151.4		154.175	151.4	
FIRE GROUND 3	FIREGROUND 3	154.280	151.4		154.280	151.4	
FIRE GROUND OPS 4	FIRE OPS 4	154.965		074	154.965		074
FIRE GROUND OPS 5	FIRE OPS 5	156.000		606	156.000		606
FIRE GROUND OPS 6	FIRE OPS 6	153.830	151.4		153.830	151.4	
EMS COUNTYWIDE	EMS CTYWIDE 1	153.755		172	153.755		172
EMS OPS 2	EMS OPS 2	155.280	151.4		155.280	151.4	
LOCAL CHANNELS							

Annex 4 – Department Zone Map

