Disclaimer: All Best Practices are provided as a guide for departments by the Pennington Co. Fire Service Board. These are for general guidance and should be modified by each department based on their own individual rules or standard operating guidelines/policies. Each department within Pennington Co. is ultimately liable for its own operations and practices.

PREMISE: It is essential to standardize the operation and usage of the Pennington County Fire Radio System as it relates to 1st Responders.

PURPOSE: To establish practices and to explain methods to be used when using the Pennington County Fire Radio System during 1st Responder calls.

SCOPE: These practices will apply to all agencies and/or persons using the Pennington County Fire Radio system.

Revised: December 10, 1993
Revised: May 8, 1996
Revised: August 14, 2013

OPERATING PRACTICES:

1. 1st Responder Requesting Practice
   A. Any agency that desires to be paged on the Pennington County volunteer fire department paging frequencies as a 1st Responder shall comply with the following procedure:
      1. The Fire Chief shall send a letter to the Pennington County Fire Service Board (FSB) stating they have the training, equipment, personnel and agree to be paged on all calls.
      2. The FSB shall review the request determine if the request complies with all BOP’s costs, if any and coordinate the request with Pennington County Emergency Services’ Communications Center (Fire Dispatch/ESCC).
         a. If the request is approved, then the FSB will authorize Fire Dispatch in writing to dispatch that agency on the Pennington County Volunteer fire radio system.
         b. If the request is denied, the FSB will notify the requesting agency in writing the reason(s) for denial.

2. Dispatching of 1st Responders
   A. All 1st Responders will be paged on-Alpha Numeric System
      1. 1st Responder agencies may be responsible for cost incurred to provide paging capabilities.
   B. One, and only one, individual or unit from the 1st responder agency will acknowledge the page from Fire Dispatch.
1. This acknowledgement shall be on Digital County 1 or 2 and done as soon as possible.

2. It is unnecessary for EMT's, Chief's, Asst. Chief's, Captain's and others to acknowledge the page except the original individual or unit.

3. If responders and/or units need to communicate with one another they should first try to establish contact on a fire ground frequency. If that is unsuccessful they then may use County Digital 1 or 2.

3. Responding to Incident Procedures

A. All 1st Responders shall use plain language, not "10 codes".
   1. Units shall report to Fire Dispatch they are "IN SERVICE" or "ON SCENE", not 10-8 or 10-97, etc.

B. Individuals and/or units shall report to Fire Dispatch they are "IN SERVICE" and "ON SCENE" on County Digital 1 or 2.

C. While individuals and/or units are en-route they shall use County Digital 1 or 2 for direct communication to Fire Dispatch and/or the responding ambulance service.
   1. Fire Dispatch shall use County Digital 1 or 2 to relay patient information to the 1st Responders and the respective ambulance service.

D. The first qualified person or unit arriving on scene shall report to Fire Dispatch or the responding ambulance the following information on County Digital 1 or 2 frequency:
   1. Patient status: conscious, alert and type of illness or injury.
   2. If vehicle accident with injuries: is extrication required

E. Last unit to leave the scene will inform Fire Dispatch that all units are "LEAVING THE SCENE" and when they have "RETURNED TO THE STATION" on County Digital 1 or 2.