

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

830 Poquoson Ave.
Poquoson, VA 23662
757-868-3510
F757-868-3514

EQUIPMENT AND APPARATUS

SOP#: EA 6.00


Title: Portable Radios

Effective Date: 01/01/2009

Revised Date: 01/01/2009



Fire Chief's Signature



City Manager's Signature

PORTABLE RADIOS

I. PURPOSE

To provide information and guidance on the operation and functionality of the Motorola XTS 2500 portable radio used by this department.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. POLICY

The City of Poquoson Fire/Rescue Department is committed to provide and maintain the safest working environment possible in what can be the worst conditions imaginable.

In this regard, reliable communications is paramount. The proper use of our radio hardware and software requires us to continually train and evaluate our actions during both emergency and non-emergency operation in order to minimize any problems.

Radio etiquette is also a very important factor of our communication process.

Clear and effective communication allows the Incident Commander and other on scene personnel to track the position and movement of personnel reducing the time required to affect a rescue if the situation arises.

III. RESPONSIBILITIES

It will be the responsibilities of each Company Officer to ensure that all personnel under their command are familiar with and possess the ability to utilize the various functions programmed into the Motorola XTS 2500.

IV. PROCEDURES

The Motorola radios in use by the department allow for routine radio traffic along with scanning of multiple channels.

- All personnel are assigned with a portable radio. The radio shall be carried and be operational at all time.
- All personnel portable radios shall be accounted for each morning by the Company Officer and be recorded in the Daily Log.
- Portable Radios shall be secured when carried on the person. This may be accomplished through the use of:
 - Belt Clips
 - Radio pocket on turnout coat
 - Leather holster with shoulder strap.