




**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b> Communications	<b>SOP:</b> 6.2
<b>Subject:</b> Portable and Mobile Radio Use	<b>Executed:</b> December 10, 2010 <b>Revised:</b>
<b>Approved:</b>  Scott Cullers, Fire Chief	

### **PURPOSE**

To outline the proper use of Winchester Fire and Rescue Department (WFRD) portable and mobile VHF and UHF radio equipment.

### **SCOPE**

All users of the department radio system must understand the channel programming and functions of the supplied department radio communication hardware.

### **RADIO MAINTENANCE**

The proper care of all radio equipment is essential for equipment life and functionality.

1. All radio hardware shall be cleaned with a damp rag when gross contaminants have been encountered. This equipment should be included in the department decontamination schedule.
2. All radio equipment is not waterproof, just water resistant.
3. Cycling of batteries shall follow manufacturer recommendations and policies as set by the station officers.
4. All radio issues will be managed by Battalion 6-2 (Lt. Yost). Please send inquires directly to him along with the attached completed form. All broken hardware should accompany any request if practical.

### **OTHER RADIO PROCEDURES**

1. Radio equipment that is missing or suspected to be stolen should be reported to the office immediately. Personnel should try to determine the last known origin of the equipment.
2. In the event that the Winchester Emergency Communications Center (ECC) announces to "check for an open mic" personnel shall immediately check all

radio equipment that is on apparatus or in the station to aid in finding the source.

## TIPS FOR SUCCESSFUL COMMUNICATION

1. The transmit button should be depressed for (1) second prior to speaking to ensure radio communications are not cutoff and additional radio traffic generated.
2. Use plain language when communicating so that everyone understands.
3. Stay calm and collected and keep transmission short and to the point.
4. Hold portable microphone or portable unit away from your face so that voice transmission is not muffled.
5. Antennas should always be pointing in the upward direction.
6. Communications with breathing apparatus on should be with the microphone placed on the mask or throat for the most effective transmission of voice.

## PORTABLE RADIOS

The department currently utilizes the Motorola HT-1000 (field operations) and HT-1250 (officers) portable radios. All portables are programmed as listed in the charts below.

1. Motorola HT-1000 portable radio channel plan.
  - a. Radio channel 1, 2, 3 and 16 are non-narrowbanded channels that are for incidents that originate in the City of Winchester. These are WFRD primary operating channels.
    - i. Channels 1 and 16 are programmed to WFRD 1 which will allow disoriented personnel to cycle the channel knob on the portable until it stops and know that this channel will be broadcasted to Winchester ECC.
  - b. Radio channels 4 through 13 are the new narrow-banded frequencies associated with the Frederick County Fire and Rescue channel plan. These frequencies comply with the 2013 FCC regulation for narrowbanding and shall be utilized when providing mutual aid into Frederick County.
  - c. Names will be abbreviated on the labels attached to the portable radios to conserve space.
  - d. *1DispRpt* is a repeated channel and all dispatching will be on this channel. All units responding to mutual aid will use this channel when making initial contact with Frederick County ECC. This repeater is located on North Mountain.

- e. *3CoWdRpt* is a Countywide repeater channel that could be assigned as an additional operational channel. This channel will be utilized when directed by Frederick County ECC.
- f. *5Tasker* is the primary channel for incidents south of Winchester and is located on Tasker Road at the water tank. This channel will be utilized when directed by Frederick County ECC.
- g. *6Brown* is the primary channel for incidents north of Winchester and is located on Brown Lane just northwest of Clearbrook. This channel will be utilized when directed by Frederick County ECC.
- h. *7CrsJct* is the primary channel for the northwest parts of the County and is located at the old Shawnee Cannery. This channel will be utilized when directed by Frederick County ECC.
- i. All other Frederick County channels will be assigned as necessary as needed.
- j. Channels 14 and 15 can be used to communicate directly with the Winchester Police Department and the Police dispatcher. When communicating on these channels, units should identify themselves with their unit designator and address ECC as “Winchester” (ie. OPS-6 to Winchester).
- k. All portables labeled with an “X” do not have the ability to be programmed to function in the Frederick County radio channel plan and should not be used when providing mutual aid in Frederick County. These portables are only to be utilized on Winchester Fire and Rescue frequencies.

<b>Numeric Channel</b>	<b>Alpha Label</b>	<b>Description</b>	<b>Frequency</b>
1	WFRD 1	WINCHESTER FIRE 1	154.370
2	WFRD 2	WINCHESTER FIRE 2	154.415
3	WFRD 3	WINCHESTER FIRE 3	154.250
4	1DispRpt	1 DISPATCH REPEAT (FCFR)	154.2200
5	2DispT/A	2 DISPATCH Talk Around (FCFR)	154.2200
6	3CoWdRpt	3 COUNTY WIDE REPEATER (FCFR)	155.2950
7	4CoWdT/A	4 COUNTY WIDE Talk Around (FCFR)	155.2950
8	5Tasker	5 TASKER FIREGROUND (FCFR)	154.3400
9	6Brown	6 BROWN FIREGROUND (FCFR)	155.2650
10	7CrsJct	7 CROSS JUNCTION FIREGROUND (FCFR)	155.1750
11	8Tacticl	8 TACTICAL (FCFR)	154.4300
12	9EvtRpt	9 EVENT REPEATER (FCFR)	154.1075
13	10EvtT/A	10 EVENT Talk Around (FCFR)	154.1075
14	WPD1	WINCHESTER POLICE 1	Not Published
15	WPD3	WINCHESTER POLICE 3	Not Published
16	WFRD1	WINCHESTER FIRE 1	154.370

2. Motorola HT-1000 portable radio functions.



3. Motorola HT-1250 portable radio channel plan.

- a. *Zone 1* (Winchester/Frederick) This zone is programmed for use with Winchester Fire and Rescue and Frederick County Fire and Rescue
- b. *Zone 2* (Clarke County) This zone is programmed for use with Clarke County Fire and Rescue
- c. *Zone 3* (Warren County) This zone is programmed for use with Warren County Fire and Rescue
- d. *Zone 4* is reserved for Virginia State agency communications and other state interoperability established frequencies. Responders shall only utilize these channels when directed.

Zone 1	Zone 2	Zone 3	Zone 4
WFRD 1	Clarke 1	Warren 1	Disas 1
WFRD 2	Clarke 2	Warren 2	Disas 2
WFRD 3	Clarke 3	Warren 3	Disas 3
1DispRpt	Clarke 4	Warren 4	Disas 4
2DispT/A	ClarkTac		S&R
3CoWdRpt	METRO		PSC com
4CoWdT/A			Vcall 10
5Tasker			Vtac 11
6Brown			Vtac 12
7CrsJct			Vtac 13
8Tacticl			Vtac 14
9EvtRpt			Metro
10EvtT/A			Vfire22
WPD1			Vfire23
WPD3			VDOF1
WFRD1			VDOF2

4. Motorola HT-1250 portable radio functions.

a. To change zones:

- i. Press the menu button (top front right)
- ii. Press the front center (arrow) buttons to scroll up or down to zone
- iii. Press the menu button again and the zone name will appear
- iv. Scroll up or down with the arrows, when the desired zone appears...
- v. Press the menu button again to select.



## MOBILE RADIOS

All Winchester Fire and Rescue apparatus have been installed with the new Motorola XTL-1500 VHF mobile radios for communicating to communication centers, other apparatus and portable radios. Since these radios have alpha displays, it is necessary to understand the zones and alpha names as listed in the chart below.

1. Motorola XTL-1500 mobile radio channel plan.
  - a. *Zone 1* (Winchester/Frederick) This zone is programmed identical to the portable radios and follows the same parameters as outlined above.
    - i. Mutual aid response to Frederick County does not require additional communication resources and all units shall utilize "1DispRpt" channel to mark responding when communicating with Frederick County ECC. Their dispatch center will instruct units as to the operational channel to change to during the incident. Please refer to the mobile channel plan below.
  - b. *Zone 2* (Clarke County) Units should select "Clarke 1" to mark responding with Clarke County and will be instructed to change to another channel by their dispatch center.
  - c. *Zone 3* (Warren County) Units should select "Warren 1" to mark responding with Warren County and will be instructed to change to another channel by their dispatch center.
  - d. *Zone 4* contains common interoperability channels. Responders shall only utilize these channels when directed.

Zone 1	Zone 2	Zone 3	Zone 4
WFRD 1	Clarke 1	Warren 1	Disas 1
WFRD 2	Clarke 2	Warren 2	Disas 2
WFRD 3	Clarke 3	Warren 3	Disas 3
1DispRpt	Clarke 4	Warren 4	Disas 4
2DispT/A	ClarkTac		S&R
3CoWdRpt	METRO		PSC com
4CoWdT/A			Vcall 10
5Tasker			Vtac 11
6Brown			Vtac 12
7CrsJct			Vtac 13
8Tacticl			Vtac 14
9EvtRpt			Metro
10EvtT/A			Vfire22
WPD1			Vfire23
WPD3			VDOF1
WFRD1			VDOF2

2. Motorola XTL-1500 mobile radio functions.

<b>Volume On/Off</b>	<b>Channel Selector</b>	<b>Monitor On/Off (Leave set to off)</b>
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<b>Button 1</b>	<b>Button 2</b>	<b>Button 3</b>	<b>Button 4</b>
Home, returns to WFRD 1 from any zone/channel	Scan On/Off	Zone Up	Zone Down

## UHF MOBILE MED RADIOS

Winchester Fire and Rescue medical transport units are equipped with Motorola Radius UHF mobile radios that allow for communication to the hospital and other ambulances. The following channel plan is programmed to allow for this communication.

1. Motorola Radius mobile radio channel plan.

Description	Channel	Frequency
Med 4	4	463.075
Med 8	8	463.175
Call 1	9	462.950
Call 2	10	462.975

2. Motorola Radius mobile radio functions

Volume On/Off	Channel Selector (up/down)	Push to Talk
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## FIRE PAGER

Winchester Fire and Rescue has several Motorola Minitor fire pagers that are assigned to the stations and officers for alerting individuals on Winchester Fire channels 1 and 2. Some of the stations utilize this unit along with an amplifier to become the station alerting system.

### 1. Motorola Minitor pager radio channel plan.

Description	Channel	Frequency
Channel 1	1	154.370
Channel 2	2	154.415

### 2. Motorola Minitor pager functions. Note, not all pagers are programmed the same and may function differently. Below is a typical setup of WFRD Minitor III, IV and V pagers.

<b>Volume On/Off</b>	<b>Function Selector</b> A – Channel 1 (tone) B – Channel 1 (vibrate) C – Channel 1 D – Channels 1/2	<b>Reset</b>
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Charger base

