

Standard Operating Procedure	NO: 03-01-10
Scriba Volunteer Fire Department Scriba, NY	Date: 04/15/2017
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Title: EMERGENCY RADIO PROCEDURES	Revision: 0 Date:

PURPOSE:

Because of the high volume of traffic during firefighting operations, the Scriba Fire Dept must have a procedure that gives priority to an individual who needs to notify the incident commander (IC) of a life-threatening situation that has happened or is about to happen.

MAYDAY vs. URGENT

We classify these emergency transmissions in two (2) categories as a “**Mayday**” and “**Urgent**” transmissions. A Mayday transmission is used only in situations that are life threatening to firefighters. The urgent message is used for other types of fire ground emergencies.

A Mayday Transmission is needed if:

- Imminent collapse is feared
- Structural collapse has occurred
- A member is unconscious or has suffered a life-threatening injury
- A discovery that a member is missing
- A member is trapped or lost

An Urgent Message is transmitted if:

- A member suffers an injury that requires medical attention, **but is not life-threatening**
- A change in fire ground strategy (offensive to defensive)
- A structural condition is discovered that could endanger firefighters
- Fire is entering an exposure
- A loss of pressure / water occurs
- Command needs to gain control of the radio channel

TRANSMISSION PROCEDURES

To send a Mayday or Urgent message key the mike on your radio and transmit the following.

MAYDAY! MAYDAY! Firefighter’s ID, Unit (2741), and location (roof sector) with a MAYDAY!
OR

URGENT! URGENT! Firefighter’s ID, Unit (2741) and location (roof sector) with an URGENT CALL!

- Listen for a response. If none is heard, repeat the message until you are acknowledged. If the IC does not respond to the transmission by the second transmission then anyone who hears the message is responsible to relay it to the IC directly.
- On receipt of a Mayday, Urgent transmission **ALL RADIO TRAFFIC SHOULD STOP.**
- **The IC should acknowledge the transmission and relay to all units at the scene, to standby for a**

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MAYDAY, URGENT message, Unit with the MAYDAY, URGENT message, go ahead with your message.”

When the Mayday, Urgent call has been acknowledged you must transmit this vital information to the IC.

- ID of the Unit, Personnel transmitting the message
- Fire ground assignment
- Location
- Reason for the Mayday, Urgent transmission.

If the transmission is for a missing or trapped member, provide the name, unit, assignment, last known location. The IC should acknowledge receipt of the message and repeat it back for confirmation.

When transmitting a Mayday, Urgent message call, the key things to remember are:

- Remain Calm
- Do not shout in to the radio
- Talk Slowly
- Keep your message as short as possible