
	<b>STANDARD OPERATING GUIDELINE</b>			
	RESPONSE			
	CODE SYSTEM			
	Effective: 01/May/96	Revised: 01/Nov/2020	S.O.G. #: R-401	

**1.0 Objective**

1.1 The purpose of this guideline is to establish procedures for communications and apparatus using the Code System

**2.0 Responsibility**

2.1 It is the responsibility of all Department personnel responding to incidents to follow the procedures documented in this Standard Operating Guideline.

**3.0 Standard Response Language**

3.1 An effective response plan must begin with total standardization of apparatus language. If Fire Department apparatus are responding on the same alarm but utilizing different radio language, communications between apparatus and dispatch or apparatus to apparatus can become confusing. By adopting the “Code System” for apparatus response, the Fire Department can operate under a common and effective communications system.

**4.0 Code Classification**

4.1 A code classification is assigned to every Fire Department response. The code classification places the incident into one of eight (8) emergency response categories. It is from these response categories that Dispatch can assign the appropriate apparatus response to effectively mitigate the incident.

4.2 The eight code classifications utilized by the Highland Park Fire Department are:

4.2.1 **Code 1:** This response includes ambulance calls for:

- |                   |                   |                |
|-------------------|-------------------|----------------|
| Home Illnesses    | Home Accidents    | Home Assists   |
| Public Accidents  | Public Illnesses  | Public Assists |
| Vehicle Accidents | Water/Ice Rescues |                |

4.2.2 **Code 2:** These incidents usually involve a single company response, normally by a suppression company. Code 2 incidents can involve both emergency and non-emergency responses by fire apparatus.

4.2.2.1 Emergency responses usually involve both companies assigned to that station’s Still District. The response by both companies will be at the discretion of the Company Officer. These responses can include, but are not limited to:

- |                     |                      |                  |
|---------------------|----------------------|------------------|
| Vehicle Fires       | Brush or Grass Fires | Power Line Fires |
| Other outside Fires |                      |                  |

4.2.2.2 Non-emergency responses (no lights or siren) usually involve only the suppression company assigned to the station. These responses can include, but are not limited to:



- |                |                                     |                              |
|----------------|-------------------------------------|------------------------------|
| Trouble Alarms | Elevator Rescues                    | Non-Symptomatic CO Detectors |
| Lock-outs      | Lock-ins                            | Appliance Problems           |
| Water Leaks    | Other Service/Hazard Investigations |                              |

4.2.2.2.1 The Officer may elect to respond in the emergency mode if information from Dispatch warrants it.

4.2.3 **Code 3 AFA (Activated Fire Alarm):** Multiple station, multiple apparatus response to a fire alarm in a residential or commercial property. Dispatch is alerted to make the notification for an automatic response company from another Department in the appropriate Grids.

4.2.4 **Code 3:** This is a multiple station, multiple apparatus response for an incident other than an activated fire alarm. Dispatch is alerted to make the notification for an automatic response company from another Department in the appropriate Grids. This response includes, but is not limited to:

- |                        |                           |                               |
|------------------------|---------------------------|-------------------------------|
| Appliance Fires        | Inside Gas Leaks          | Smells of Smoke in Structures |
| Technical Rescue Calls | Hazardous Materials Calls | Outside Fires with Exposures  |

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4.2.5 **Code 4:** Full Department response (along with automatic aid), usually for a reported structure fire or other large-scale incident (plane crash, train derailment, etc.). This is an upgrade from a Code 3 alarm when information received by Dispatch warrants the increased response.

**Note:** See Standard Operating Guideline R-407: Communications, for additional information.

4.2.6 **Full Still:** This is an intermediate response between a Code 4 and a Box Alarm. This brings an additional Engine and Truck Company to the scene, as well as a change-of-quarters Engine Company and Ambulance to Station #33. All companies remain on the Highland Park frequency.

4.2.7.1 If a MABAS Box Alarm is activated, the Full Still response shall also be activated, if not already done.

4.2.7 **Code 13:** This Code is for automatic aid or mutual aid to another community. This applies to all incidents, whether suppression company, ambulance, special team, or other types of requests. If the call is for a MABAS Box Alarm, Dispatch will advise the stations of this during the dispatch broadcast so the proper radio frequency can be utilized.

**Note:** If a company is responding on a MABAS alarm, they will switch to the IFERN frequency (154.265). If a company is responding on a call that is not a MABAS alarm, they will switch to the host department's frequency.

4.2.8.1 When there is a MABAS Box alarm, the following staffing guidelines will be followed:

Engine Co. #32 or Engine Co. #33:	1 Officer, 3 Firefighters
Truck Co. #33	1 Officer, 3 Firefighters
Squad Co. #34	1 Officer, 3 Firefighters
Ambulance #32 or Ambulance #34	2 Firefighter/Paramedics
Battalion 33	1 Battalion Chief

4.3 The geographic dividing line for Engine and Ambulance mutual aid response will be Central Avenue/Deerfield Road, traveling west. Station #32 companies will respond to all incidents south of this line and Station #34 companies will respond to all incidents north of this line.

4.4 Detail Assignments: When companies go on detail assignments such as vehicle repairs, smoke detectors, business inspections, etc., they will use the term "Detail" to acknowledge they are out of quarters and available for assignment.

## 5.0 Alarm Upgrading and Downgrading

5.1 If at any time there is a need to upgrade an alarm (Code 2 to a Code 3, Code 3 to a Code 4) or downgrade an alarm (Code 3 to a Code 2), personnel should not hesitate to do so. This communications process should always be done through Dispatch so all companies receive the information.

## 6.0 Reference

6.1 Highland Park Fire Department

6.2 NFPA 1710: 5.2.3 - Deployment: Initial Full Alarm Assignment Capability

Approved:  Fire Chief