## COMPUTER ASSISTED DISPATCH SYSTEM

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2.0 INTRODUCTION

The Computer Assisted Dispatch System (CADS) within the Bureau of Communications helps the Fire Department by facilitating the dispatch of units; maintaining coverage; and organizing information. Every unit in the Department is linked to CADS via a Personal Computer/Alarm Teleprinter Selector (PC/ATS) which:

- provides concise information in printout form relative to response (retained printouts serve as the basis for reports, etc.)
- transmits administrative messages
- provides information relative to hazardous situations contained in the Critical Information Dispatch System (CIDS).

2.1 DESCRIPTION OF THE PC/ATS

2.1.1 The Alarm Teleprinter

The Alarm Teleprinter (Figure 2-1) provides printouts for response, relocation, return from relocation, or administrative messages. These are preceded by two types of alert tones.

A. A response message is indicated by an Alarm Alert tone and a Beeping Alert tone at the PC/ATS.

Note: The Alarm Alert tone is followed by a “.wav” file that alerts the appropriate company (Engine, Ladder, Battalion etc.) with a computer generated voice, which is transmitted via firehouse intercom speakers in quarters.

B. An administrative message is indicated only by a beeping Alert tone at the PC/ATS.

2.1.2 Selector Panel

The PC/ATS interface (Figure 2 - 2) provides a convenient means of reporting a unit's status or acknowledging a response. The PC/ATS interface is composed of Unit Identification Buttons, Status Buttons and Function Buttons.

The screen is a touch screen. Most objects (finger, pen, glove, etc) can be used to select a button. Touching the screen on the button or anywhere within the border surrounding the button will select the button. The button can also be selected by pressing the underlined character on the keyboard. When a button is selected, the border surrounding the button will change to red.
Figure 2-1

Figure 2-2
A. Unit Identification Buttons

ENGINE..............Engine Companies
LADDER.............Ladder Companies
SPL UNIT............Special Unit, i.e. Rescue
CHIEF..............Battalion or Deputy Chief
ACTENG...............Designates a relocated Engine in quarters. It must be used in all instances affecting status of a relocated engine.
ACTLAD...............Designates a relocated Ladder in quarters. It must be used in all instances affecting status of a relocated Ladder.
ACTCHF...............Designates a relocated Chief in quarters. It must be used in all instances affecting status of a relocated Chief.

B. Status Buttons

10-4.................Acknowledges a response, relocation or return from relocation.
AQ....................Available in quarters.
10-8....................Available on the air (A.F.I.D., securing meals, etc.). This eliminates the need for announcing 10-8 via radio.
RCP....................Rest and recuperation.
VERBAL...............Responding to a verbal alarm near home box.
10-14..................Used by an engine company staffed with an Officer and four Firefighters to acknowledge receipt of an alarm requiring a structural response. Since the engine could be assigned 2nd or 3rd due on the box, the apparatus MDT must be checked to determine the unit assignment.

C. Function Buttons

SEND..................Releases information to the computer, thereby completing message.
10-5....................Furnishes a duplicate copy of the last message received.
10-11..................Tests operation of PC/ATS. To see if PC/ATS and computer are working, depress 10-11, followed by SEND button. The alarm teleprinter will then print out the following test message: "This is a test of the communication line." If the test message is not received, notify Starfire Control Center.
CLR/TEST performs the following functions:

- Verifies that the touch screen is functioning properly by turning all borders red.
- Clears the Selector Panel if a button is erroneously pressed in either the identifying or reporting stage (or both).
- Stops the audible signal beeping.

When the PC/ATS is on line, the red border surrounding the CLR/TEST button will be flickering on and off. If the red border remains steady the PC/ATS is out of service and Starfire Control Center should be notified by phone.

ADM is used to generate a Borough Status Report (MICS 201) only in quarters where Battalions and Divisions are located.

To obtain this report from the PC/ATS, units at the housewatch desk or in the chief’s office must depress the ADM, 10-4 and SEND buttons in that order.

2.2 OPERATING INSTRUCTIONS FOR PC/ATS

2.2.1 Response Message (Alarm Receipt at PC/ATS)

A. Immediately prior to receipt of a response, the Alarm Alert tone, “.wav” file and the PC/ATS audible signal (beeping) are activated and heard in quarters.

B. Alarm message is displayed in the window and printed on the printer. The housewatch shall read the message and determines which units are to respond. The housewatch acknowledges only for those units responding from quarters. The housewatch then tears the message off at the knife-edge.

C. The housewatch has 20 seconds to acknowledge. If there is no response in 20 seconds, the dispatcher will prompt the unit to verify response via the Voice Alarm.

D. To acknowledge a signal the housewatch shall select the UNIT IDENTIFICATION, 10-4 and SEND buttons. If more than one unit is to respond, UNIT IDENTIFICATION buttons must first be depressed for all such units followed by 10-4 and SEND buttons. (When a unit is ACT'G follow instructions in section 2.2.6)
E. To obtain additional copies of a response message, press 10-5 button followed by SEND. Before any copies of response messages are made, all responding units shall acknowledge.

F. The housewatch shall announce the response particulars aloud and give the printed copy to the officer(s) responding.

2.2.2 Reporting "In Service"

Immediately upon return to quarters, and if "available", update status by bringing unit "in service".

EXAMPLE: L123 AQ SEND

After the SEND button is depressed, the computer will return, in small print, an acknowledgment of the status entered.

Note: All units in the same quarters can make themselves AQ simultaneously unless:

- Units responded to different boxes.
- Unit(s) did not go 10-8.
- One unit is a relocated unit.

2.2.3 Teleprinter Messages Received while Units are 10-8

Check alarms to see if previously responded to. All alarms to which a unit responded while 10-8 are also printed in quarters. Upon return to quarters, the Selector Panel will be "beeping" and alarms will be printed on the Alarm Teleprinter. The housewatch should do the following:

- Check "time out" on bottom of ticket to verify that this is a previous alarm.
- If no response is required, press CLR/TEST button and then proceed to make the unit available in quarters.

2.2.4 Verbal Alarms

A. Units responding to verbal alarms must be identified via Selector Panel.

EXAMPLE: UNIT/UNITS VERBAL SEND
This automatically assigns the response to their home box.

B. This must be followed by a radio report, upon leaving quarters, indicating what they are responding to and the location. The units must also indicate if additional assistance is required.
C. The VERBAL button should be used only if the alarm is within two blocks of a unit's quarters in any direction. If the alarm is more than two blocks away, the unit should respond and give information and location via radio.

2.2.5 RCP Button

Units that are granted R&R shall not go 10-8 when leaving the scene of an incident. Upon return to quarters, place unit on R&R via selector panel in the following manner:

EXAMPLE: E259 RCP SEND

At the conclusion of recuperative time, the unit will bring itself back into service in the following manner:

EXAMPLE: E259 AQ SEND

Note: The unit’s officer shall ensure that the unit comes back in service at the appropriate time via the PC/ATS.

2.2.6 ACT’G Button: Relocated Units

A. The relocated unit must use the ACT’G button at all times to identify itself.

EXAMPLE: ACT’G E033 AQ SEND

Indicates relocated unit is in service as E033, either initially or returning from the scene of an incident.

B. Acknowledgments and status updates involving relocated units must be done independently. For example, Box 2185 is received in quarters of E60, L17 and BC14. The following would indicate that a relocated Engine, Ladder and Battalion Chief are responding.

EXAMPLE: ACT’G E060 10-4 SEND
            (immediately followed by)
            ACT’G L017 10-4 SEND
            (immediately followed by)
            ACT’G BC14 10-4 SEND

Note: The ACT’G button can only be used by the first relocator into the original unit. If subsequent relocations are made into that unit, the ACT’G button can no longer be used. Thereafter acknowledgments and status reports must be done via Voice Alarm, radio or telephone.
C. In all instances a relocated unit would acknowledge independently of the regularly assigned units.

For example, Box 9027 is received in quarters of E287, L136 and BC46. The following indicates proper receipt and acknowledgment of Box 9027 where a relocated unit (second section) is acting as E287.

**EXAMPLE:**

```
ACT’G   E287   10-4   SEND
       (immediately followed by)
L136   BC46   10-4   SEND
```

D. Units must be 10-8 in order to go AQ via the PC/ATS in their quarters. If not, an error message will be generated to that unit to call the dispatcher via telephone to verify and update their status. If the original unit goes 10-8 while the first relocator is in their quarters, a RETURN FROM RELOCATION ticket will be sent to that firehouse informing the relocated unit to return to its own quarters. This message must be acknowledged by using the ACT’G, UNIT, 10-4 and SEND buttons. If the ticket is not forthcoming, the relocated unit shall call the dispatcher by telephone. Under no circumstances should a unit leave before receiving a teleprinter message to do so.

2.2.7 Deleted

2.2.8 Interchange

Units leaving quarters for interchange shall call the dispatcher by telephone for instructions.

2.2.9 Error Handling

When the wrong identifying or status buttons (or both) are pressed, merely press the CLR/TEST button. All borders will turn red. Take finger off the CLR/TEST button and the red borders will turn off. Start over again in the proper sequence to complete the message. If the mistake involves a response, and is not noticed until after the SEND button is pressed, immediately notify the officer who in turn will call the dispatcher, by department radio, and give particulars.

**Note:** The status buttons are self-correcting, so if a mistake is made in that phase, pressing the correct button resolves the problem.
2.2.10 Non-Emergency Response, Unit Status

A. Units scheduled for non-emergency activities away from quarters must wait for a response message before leaving quarters. If such message is not received, units shall contact the dispatcher by telephone.

B. Receipt of a non-emergency response message must be acknowledged by use of the 10-4 button. The 10-8 button shall not be used for this purpose.

C. Units not scheduled for a non-emergency response who receive such a message to respond must contact the dispatcher by telephone for clarification. Also, units unable to leave quarters as directed shall contact the dispatcher by telephone.

D. Non-emergency response activities are:
   • Preventive Maintenance.
   • Training at Randall's Island.
   • Medical Examinations at the Bureau of Health Services.
   • Training at a location other than the unit's own quarters when the unit will be unavailable.
   • Fire Prevention or Community Relations activities away from quarters when the unit will be unavailable.
   • Other authorized movement of unit from quarters when the unit will be unavailable.

2.3 CADS USE BY CHIEF OFFICERS

2.3.1 Borough Status Reports

Borough Status Reports are available to all Divisions and Battalions and can be retrieved on the teleprinter in their quarters by pressing the following buttons on the Selector Panel.

EXAMPLE: ADMIN 10-4 SEND

This report indicates the status of every unit in a given borough at a given time. It is available to chief officers and is useful to them at the change of tours or when they are responding to a 7-5 or greater alarm to give them a rundown of the units at the scene.
Borough Status Report

REPORT MICS 201 - BROOKLYN BORO STATUS AS OF 09/17/03 1157

FIRES
3541 E318 L166
1438 E228 E279 L131 L122 BC48 SQ01 E220 E239 RS02
1668 E283
1427

UNAVAILABLE UNITS
L112 OS

UNITS OPERATING OUT IN BORO
E221/E005 ER/IW (M) 0420
BC32/BC04 ER/IW (M) 0420
FC01 IW (M) 0419

UNITS RELOCATED OUT OF BORO
E201/E055 AQ/IW
L108/L006 1Q/IW
FALLBACK STEP 1

ENG  88% AVAIL  LAD 87% AVAIL  ALARM RATE 28/HOUR  4 ACTIVE

09/17/03  115703
2.3.2 Incident History Printout

An Incident History Printout is a written chronological record of an operation or incident, which lists the receipt and transmission of an alarm, the units that were dispatched, and information received by the dispatcher from units at the scene.

An Incident History Printout may be used by chief officers in preparation of fire reports, particularly for fatal and multiple alarm fires.

Within five days of the occurrence of any incident, an Incident History Printout can be received on the teleprinter in quarters. To obtain the Incident History Printout contact the Field Communications Unit.

Incident History Printout

<table>
<thead>
<tr>
<th>INCIDENT NUMB: 82214-0648-01-M</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME RECD: 162533</td>
</tr>
<tr>
<td>HOW RECD: PHONE</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>INTERSECTION: 222 E 27 ST</td>
</tr>
<tr>
<td>162624 ARD'S CRT</td>
</tr>
<tr>
<td>162624 BOX INTERSECTION</td>
</tr>
<tr>
<td>2ND AVE AND 27TH ST</td>
</tr>
<tr>
<td>162624 INCID HOUSE NUMB</td>
</tr>
<tr>
<td>222</td>
</tr>
<tr>
<td>161624 INCID STREET 1</td>
</tr>
<tr>
<td>E 27 ST</td>
</tr>
<tr>
<td>162624 INCID STREET 2</td>
</tr>
<tr>
<td>2 AVE</td>
</tr>
<tr>
<td>162624 INCID STREET 3</td>
</tr>
<tr>
<td>3 AVE</td>
</tr>
<tr>
<td>162624 CALLER'S DESC</td>
</tr>
<tr>
<td>SMOKE LN APT.15 ON</td>
</tr>
<tr>
<td>THE 4TH FLOOR</td>
</tr>
<tr>
<td>162624 POLICE PCT</td>
</tr>
<tr>
<td>000</td>
</tr>
<tr>
<td>162624 AA CHIEF</td>
</tr>
<tr>
<td>BC06</td>
</tr>
<tr>
<td>162628 DISPATCH REASON</td>
</tr>
<tr>
<td>PHONE-1ST ALARM RESIDENTIAL</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>162633 E016 UNIT ASSIGNED</td>
</tr>
<tr>
<td>L62633 E014 UNIT ASSIGNED</td>
</tr>
<tr>
<td>162633 L007 UNIT ASSIGNED</td>
</tr>
<tr>
<td>162633 L003 UNIT ASSIGNED</td>
</tr>
<tr>
<td>162633 BC06 UNIT ASSIGNED</td>
</tr>
<tr>
<td>163605 E014 UNIT AA</td>
</tr>
</tbody>
</table>

(continued)
2.3.3 Terms Used in Borough Status Reports and Incident History Printouts

AA.................................................Available on the air.

AA CHIEF.......................................The Battalion normally assigned to respond on the 1st alarm.

ADMIN CPY.................................The unit within whose Administrative District the box for the incident is located.

AQ...............................................Available in quarters.

ARD'S CRT.................................The individual dispatch position that processed an alarm.

ARD PRESSED NEXT.....................The exact time of a dispatcher's first action in processing an ERS alarm.

BOX INTERSECTION......................The physical location of the alarm box associated with an incident.

CALLERS DESC..............................• Conveys information received from the person reporting an incident.

• Used by the dispatcher to record pertinent information concerning an incident.
CALLER PHONE..........................The telephone number of the person reporting the incident.

CLOSE INCIDENT.......................The final entry made into the Incident History.

DISPATCH REASON.....................The reason and time that a recommended dispatch assignment was presented to the dispatcher for his approval and action.

ER..............................................En route.

FALLBACK STEP 1, 2, and 3.......Each Step is defined and implemented upon the triggers set forth in Comm Manual Ch.6, 6.4

FG..............................................Fatigue or R & R.

HE..............................................Unit held for assignment.

HOW RECEIVED.........................The method by which the initial alarm for an incident was received at the communications office.

INCIDENT NUMBER......................Consists of four separate parts: the Julian Date; the box number; the number of times an alarm has been received for that box number since 0001 hours; and the borough in which the incident occurred.

(B = Brooklyn; M Manhattan; X = Bronx; Q = Queens; R = Staten Island).

INCIDENT SEQUENCE #.............Sequential # of incidents for the date.

INCD HOUSE NUMBER..................The street number of a building involved in an incident.

INCD LETTER CODE....................Letter code used by the dispatcher to indicate a specific type of incident.

INCD STREET 1, 2, or 3.............(1) is the actual street on which the address of the building is located; (2) and (3) are the two intersecting streets.
INFO FROM NSO.................. An additional report of a fire already in progress. Considered an alarm received but not sent out as a separate incident.

IW.......................................... Working at an incident.

NOTIF MADE TO .................. The agency and/or individual whom the dispatcher was required to notify concerning the incident.

OS......................................... Out of service.

POLICE PCT......................... The police precinct in which the incident is located.

TEN CODE................................ Indicates the identity of the unit and the exact time that a Radio Ten Code Signal was entered manually by the dispatcher.

TIME RECD............................. The exact time the alarm was entered into the Computer Assisted Dispatch System either manually by dispatcher or automatically in the case of BARS alarms. This is the start of the Central Office Processing Time.

UC........................................ Unable to contact.

UNIT AA................................. Unit is In Service, On the Air.

UNIT AQ................................. Unit is in Service, At Quarters.

UNIT ACKNOWLEDGE................ The time a specific unit acknowledged the receipt of a response. This acknowledgment can be made:
ATS - on unit alarm teleprinter selector;
SEP - manually by dispatcher after telephone or voice alarm acknowledgment by the unit;
RSEP - manually by the dispatcher after acknowledgment is received over the radio.

UNIT ASSIGNED...................... The identity and time a specific unit was sent a response message by teleprinter to respond to the incident. This is the unit’s TIME OUT.

UNIT FATIGUED...................... Unit has been granted R & R from an incident.

UNIT NOTIFIED....................... The time a unit was directed to relocate.

UNIT UNABLE TO CONTACT....... The dispatcher is unable to contact a unit.

UNIT OUT OF SERVICE........... A specific unit is OUT OF SERVICE.
2.4 SAMPLE TELEPRINTER MESSAGES

There are two types of teleprinter messages: Response messages and Administrative messages. Two types of printing are used to differentiate between the two types of messages. Response messages are in EXPANDED print and require an acknowledgment. Administrative messages appear in smaller print and do not require an acknowledgment.

Teleprinter messages listed and discussed in sections 2.4.1 and 2.4.2 represent typical messages received in company quarters.

2.4.1 Response Messages

Response messages include messages to respond, relocate and return from relocation. Only the units affected receive these messages. All messages requiring a unit response contain information as to the type of alarm, unit(s) assigned, source of alarm, the nearest box number and location, an incident number and the date and time the message was transmitted (the "time out"). In addition, information on hazardous materials may be provided through CIDS.

If an alarm is received by telephone or from an ERS box, information about the address, type of structure (residential, commercial) and location of fire (apartment number, basement, etc.) may be provided.

For an explanation of the coded numerical signals used in teleprinter messages, see section 2.5.1.

A. Additional Unit

This message will be sent when a unit is assigned to a first alarm after the initial units were sent out.

```
SIG 7 ADD'L UNIT
L015

BOX 0041 - 111 WALL ST.

SOUTH ST          FRONT ST
A=FACTORY TOP FLOOR
INCIDENT# 16

09/15/03 231711
```
B. Additional Unit on 7 - 5 or Greater Alarm

This message will be sent when an additional unit is assigned on a 7 - 5 or greater alarm.

```
SIG 5       ADD'L UNIT ON 2ND ALARM
E033

BOX 0045 - 40 WALL ST
NASSAU ST                   WILLIAM ST
C=OTHER COMMERCIAL 5 FLOOR
INCIDENT# 17

09/15/03  232251
```

C. BARS (Box Alarm Readout System)

This message designates an alarm originating with a pulled street box. These boxes are described in Chapter 1, Section 1.1, of this Manual.

```
1ST ALARM - BARS
E258

BOX 7125 - 45TH RD AND VERNON BLVD
INCIDENT# 12
09/08/03  235300
```
D. BARS - DRB (Discretionary Response Box)

This identifies a box to which a battalion chief responds at his discretion. Units shall not acknowledge for the chief when this message is received unless the battalion chief responds. DRB’s are in effect on select boxes between 0900 hours and 2400 hours.

```
1ST ALARM - BARS     DRB=BC45
E258
BOX 7131 - 45TH RD AND 21ST ST
INCIDENT# 10
09/08/03  232322
```

E. Class 3

This message indicates that the source of the alarm is a Class 3 Special Building Alarm. These alarms are described in Chapter 1, Section 1.4 of this Manual.

```
1ST ALARM - CLASS3(STRUCT)
E033  L009  BC06
BOX 0342 - (=3-342-42)  627 BROADWAY
W HOUSTON ST       BLEECKER ST
1=STRUCTURAL AFA VALVE
INCIDENT# 7
09/15/03  224815
```

Line 3. Initial signal 3 indicates a private fire alarm box; 342 is the box number and 42 is the terminal number which designates a specific area within the building.

Line 5. AFA is the abbreviation for one of several private fire alarm companies. Valve indicates the type of special alarm.
F. ERS (Emergency Reporting System)

This message designates an alarm originating from an ERS box. Since the caller from an ERS box can speak to the dispatcher, the teleprinter message often includes the same information as a phone alarm message. ERS boxes are described in Chapter 1, Section 1.2 of this Manual.

ERS - 1ST ALARM - COMMERCIAL
E014 E005 L003 L009 BC06

BOX 0556 - 850 BROADWAY

E 14 ST E 13 ST
B=STORE BASEMENT
INCIDENT# 21

09/15/03 233120

Line 3. Box and reported address of fire building
Line 4. Nearest intersections to reported address
Line 5. Occupancy - Location of fire in building

G. ERS - IP (Information Possible)

"IP" indicates that the dispatcher did not answer the call from an ERS received within the default time frame or all consoles were busy. One engine is dispatched under these conditions.

SIG 5
ERS - 1ST ALARM - ERS-IP
E074

BOX 1125 CENTRAL PARK WEST AND 81ST ST

INCIDENT# 116

10/01/03 234322
H. ERS - NC (No Contact)

Response to ERS boxes varies with the time of day. When a caller from an ERS box fails to make verbal contact with a dispatcher between 2300 and 0800 hours, one engine is dispatched. At other times the policy is "no contact, no response."

<table>
<thead>
<tr>
<th>SIG 5</th>
<th>1ST ALARM - ERS - NC</th>
<th>E033</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOX 0342 - BROADWAY AND HOUSTON ST</td>
<td>INCIDENT# 8</td>
<td></td>
</tr>
<tr>
<td>10/01/03 235127</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I. Fill Out Alarm (ERS)

When an ERS box that was dispatched as an ERS - IP is answered, and a verbal report of an incident requiring a structural response is received, the balance of the single source 1st alarm assignment, if available, will be dispatched on a Fill - Out Alarm ticket, otherwise the minimal response requirements will apply.

<table>
<thead>
<tr>
<th>FILL OUT ALARM</th>
<th>E040 L025 L035 BC10</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOX 1125 - 15 W 81 ST</td>
<td>CENTRAL PARK W COLUMBUS AVE</td>
</tr>
<tr>
<td>E=MULT DWELL A APT 15E</td>
<td>INCIDENT# 6</td>
</tr>
<tr>
<td>10/01/03 214449</td>
<td></td>
</tr>
</tbody>
</table>
J. Fill Out Alarm - 2nd Source

If fewer than three Engines, two Ladders and a Battalion Chief were dispatched on an initial alarm and an additional source indicates an incident requiring a structural response, additional units will be dispatched on a Fill Out Alarm - 2nd Source ticket to increase the response to three Engines, two Ladders and a Battalion Chief.

FILL OUT ALARM - 2ND SOURCE
E033  L009

BOX  0357 - 55 CARMINE ST
BEDFORD ST 7 AVE  S
E=MULT DWELL  A BASEMENT
INCIDENT# 14
09/15/03  230709

K. Greater Alarm

A second or higher alarm is a greater alarm.

SIG 2 - 2
2ND ALARM
E055  E015  E028  L008  ST01  FC01  E009  SB01

BOX  0045 - 40 WALL ST
NASSAU ST  WILLIAM ST
C=OTHER  COMMRCL  5  FLOOR
INCIDENT# 17
09/15/03  232117
L. Interborough Response

When units located in one borough are dispatched to another, the teleprinter message indicates this on line 3 as shown below.

```
PHONE - 1ST ALARM - RESIDENTIAL
E095  E081  L036  L046  BC13
*  RESPOND TO MANHATTAN  *
BOX  1828 - 10 PARK TER W

W 214-ST      ISHAM ST
E=MULT DWELL A ODOR OF SMOKE - BASEMENT
INCIDENT# 26

09/15/03  234629
```

M. Phone Alarm

This message designates an alarm originating with a telephone call to the dispatcher.

```
PHONE - 1ST ALARM - COMMERCIAL
E010  E006  L015  L001  BC01

BOX  0045 - 40 WALL ST.

NASSAU ST      WILLIAM ST
C=OTHER COMMRCL 5 FLOOR
INCIDENT# 17

09/15/03  231846
```
N. Relocation

Units being relocated must acknowledge this message as they would a run and notify the dispatcher by radio when they reach the response district of the unit they have been relocated to.

SIG 15 PROCEED TO RELOCATION
E255/E248
07/05/03 210525

Line 2. Indicates Engine 255 is to relocate to the quarters of Engine 248.

O. Return from Relocation

Units must wait for a Return from Relocation ticket before returning to their own quarters. If both the original and relocated units are AQ in the same quarters and a Return from Relocation ticket is not received, contact the dispatcher by telephone for instructions. A relocated unit must not return to their own quarters without being instructed to do so.

This message is to be acknowledged using: UNIT I.D., ACT'G, 10-4 and SEND buttons (first relocator only).

SIG 17 RETURN FROM RELOCATION
L025
07/05/03 203603
P. 7 - 5

This message is a notification that a Battalion Chief, three Engine companies (or two Engines and one Squad company) and two Ladder companies are operating at an alarm.

SIG 7 - 5
BC04 DC01

BOX 0045 - 40 WALL ST

NASSAU ST WILLIAM ST
C=OTHER COMMERCIAL 5 FLOOR
INCIDENT# 17

09/15/03 232014

Q. Special Call (Single Unit Response)

Indicates an initial alarm to which a single unit is assigned.

SIG 5
PHONE - 1ST ALARM - DEMOL/RUBBISH
E033

BOX 0364 - F/0 320 BOWERY

BLEECKER ST
O=RUBBISH
INCIDENT# 27

09/15/03 235110
R. To Fill 10 - 75

This message assigns additional units to bring the response to the required assignment level.

```
TO FILL 10-75
SQ018  RS01
BOX  0556 - 850 BROADWAY
E 14 ST       E 13 ST
B=STORE      BASEMENT
INCIDENT# 21
09/15/03  234957
```

2.4.2 Administrative Messages

Administrative messages appear in small print on the PC/ATS. They do not require acknowledgment.

A. ACT'G (Acting) Indeterminate

This message will be transmitted if a second relocated unit uses the PC/ATS to report its status. A call to the dispatcher is required as an answer to this message. To avoid confusion, second relocators must report in service by telephone or, if that isn't possible, by Voice Alarm.

```
ACT'G UN2 AQ
07/05/83  202854

"ACT'G" INDETERMINATE - PHONE INFORMATION TO CO
07/05/03  202855
```
B. Change of Tour Message

This message, transmitted at 0900 and 1800 hours daily, serves as a test of the PC/ATS.

MESSAGE FROM CCTO
THE TIME IS 0900 HOURS
GROUPS 19 20 21 22 23 24 ON DUTY
09/09/03 090019

C. COMM Failed

This informational message indicates a malfunction in CADS. When the PC/ATS is on line, the red border surrounding the CLR/TEST button will be flickering on and off. If the red border remains steady the PC/ATS is out of service and Starfire Control Center should be notified by phone.

COMM-FAILED

D. Input Unit Status’s Separately

This message is sent if units, which responded to different boxes, try to report AQ status together; if a unit, which did not go 10-8 from a box, tries to report AQ status with another unit; or if one of the units is a relocated unit.

UN1 UN2 AQ
02/04/04 001839

PLEASE INPUT UNIT STATUS’S SEPARATELY
02/04/04 001840
E. 10 - 5 - Repeat Message

A unit must acknowledge a teleprinter response message before asking for a copy using the 10 - 5 button on the PC/ATS.

```
10 - 5
02/04/04 001505

** THIS IS A COPY OF A PREVIOUS MESSAGE **
1ST ALARM - PHONE (STRUCT)
E024  E033  L005  L020  BC02/DC01
BOX  0359 - 184 THOMPSON ST

BLEECKER ST    W HOUSTON ST
1=STRUCTURAL GAS LEAK APT 1R

ORIGINAL TIME SENT:  02/03/04  231429
```

F. 10 - 51

A 10 - 51 message cancels all outside activities for a given period.

```
MESSAGE FROM MCT3
ATTENTION ALL UNITS
A 10 - 51 IS IN EFFECT

BY ORDERS OF
MANHATTAN BORO COMMANDER

07/05/03  204218
```
2.5 CODED SIGNALS

For over a century New York Fire Department communications consisted entirely of coded telegraph signals that were transmitted from the Borough Communications Office. In each unit's quarters were bells that rang when activated by the telegraph system. The number of bells sounded conveyed various messages: calls for assistance; notification of operational conditions; and orders and administrative information.

The telegraph system began to be phased out in 1969 with the Voice Alarm System (see Chapter 3) followed in 1977 by the Computer Assisted Dispatch System. Some of the original coded telegraph signals were retained as part of the radio 10-codes (see Chapter 8), while others have been incorporated as teleprinter messages. These are defined in the following section.

2.5.1 Coded Signals Used in Teleprinter Messages

<table>
<thead>
<tr>
<th>Signal (SIG)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-2</td>
<td>Second Alarm announcement</td>
</tr>
<tr>
<td>3</td>
<td>Used in combination with a street box and assigned terminal number to indicate an alarm originating as a private fire alarm in buildings. FDNY Special Building Boxes are designated as 8000 series boxes</td>
</tr>
<tr>
<td>3-3</td>
<td>Third Alarm announcement and/or response</td>
</tr>
<tr>
<td>4</td>
<td>Battalion Chief response required</td>
</tr>
<tr>
<td>4-4</td>
<td>Fourth Alarm announcement and/or response</td>
</tr>
<tr>
<td>5</td>
<td>Engine Company response required</td>
</tr>
<tr>
<td>5-5</td>
<td>Fifth Alarm announcement and/or response</td>
</tr>
<tr>
<td>5-7</td>
<td>One Engine and one Ladder Company response required</td>
</tr>
<tr>
<td>6</td>
<td>Marine Company response required</td>
</tr>
<tr>
<td>7</td>
<td>Ladder Company response required</td>
</tr>
<tr>
<td>7-5</td>
<td>Notification signal that three Engine Companies (or two Engines and one Squad), two Ladder companies and a Battalion Chief are operating.</td>
</tr>
<tr>
<td>8</td>
<td>Squad Company response required</td>
</tr>
<tr>
<td>9</td>
<td>Preliminary for special units.</td>
</tr>
<tr>
<td>10</td>
<td>Rescue Company response required</td>
</tr>
<tr>
<td>14</td>
<td>Battalion Chief Relocation or Return from Relocation</td>
</tr>
<tr>
<td>15</td>
<td>Engine Company Relocation or Return from Relocation</td>
</tr>
<tr>
<td>16</td>
<td>Marine Company Relocation or Return from Relocation</td>
</tr>
<tr>
<td>17</td>
<td>Ladder Company Relocation or Return from Relocation</td>
</tr>
</tbody>
</table>
2.6 GENERAL MAINTENANCE OF PC/ATS

2.6.1 The Alarm Teleprinter/Selector Panel (PC/ATS) is not to be tampered with in any way. The only maintenance to be performed by members is that of changing the paper roll and replacing printer ink cartridge. Contact Starfire to receive replacement cartridges.

Each unit shall maintain at least two spare rolls of teleprinter paper in the company office. Spare paper rolls may be secured at Battalion headquarters. Units in need of teleprinter paper should contact their respective battalion. Battalions shall obtain teleprinter paper from their respective Division. Scheduled deliveries are made to all Divisions. In the event a Division's supply should run low before the scheduled delivery is made, Starfire Operations should be notified and an emergency supply of teleprinter paper will be provided.

2.6.2 The PC/ATS shall be clear of all obstructions. Do not place coffee cups, magazines or other objects on or near the PC/ATS.

2.6.3 The user should visibly determine that each light works as specific buttons are depressed. Failure of any light is an indication of trouble and requires servicing.

2.6.4 Members must be familiar with the location of the PC/ATS power supply source. Older quarters have a separate circuit box with an exterior ON/OFF switch. This box is clearly labeled "ALARM TELEPRINTER". All police/fire combination quarters have a breaker designated in their circuit breaker panel box. These switches or breakers are operated only upon direction from Starfire personnel.

2.6.5 On the first of every month the teleprinter emergency power system shall be examined and tested in accordance with instructions contained on the decal affixed to the front panel of the red charging unit in the vicinity of the batteries.

2.7 PROCEDURES FOR COMPUTER EQUIPMENT PROBLEMS

2.7.1 The officer shall contact Starfire Operations and indicate the nature of the problem. The officer shall make an entry in the company journal indicating the nature of the problem, the time the notification was made and the name of the operator notified.

2.7.2 When the problem has been corrected, or repairs have been made, by Starfire Operations or other personnel, a test is conducted to insure the equipment is operating properly. The officer shall make an entry in the company journal indicating the time of such repairs, who made them and if the equipment is now operational.
2.8 **EMERGENCY POWER FOR PC/ATS**

2.8.1 All firehouses have been equipped with an Interruptible Power Supply (IPS) unit adjacent to the electrical service entry in the basement to maintain normal operation of the Alarm Teleprinter System during periods of commercial power failure. This supply is connected to the PC/ATS system so that the PC/ATS unit is automatically powered during "blackouts" or power interruptions.

2.8.2 The audible alarm (buzzer) located on or near the teleprinter stand will sound where the IPS will not function. The alarm silence switch is located inside the locked IPS cabinet. Therefore, the officer in charge of a firehouse where the IPS alarm is going off must notify the Supervising Fire Alarm Dispatcher of the condition. The Supervising Dispatcher will in turn have the borough communications electrician investigate.

2.9 **PAPER CHANGE PROCEDURE FOR ALARM TELEPRINTER**

2.9.1 Paper rolls must be changed when a colored watermark appears on the edge of the teleprinter paper.

2.9.2 Housewatch will notify the officer on duty of the need for a spare roll of paper.

2.9.3 Housewatch shall not turn the teleprinter off when changing paper. If an alarm is received while the paper change is being made, let the printer continue to print. Upon completion of printing, insert paper, depress the 10 - 5 and SEND buttons and a copy of the message will be printed.

2.9.4 Details of Paper Change

A. Remove the gum label of adhesive securing the starting of the paper roll.

B. Unroll the segment of paper spoiled by the adhesive and tear or cut it off with a pair of scissors. A square cut makes initial insertion of the paper easier.

C. Lift off the cover on the teleprinter that covers the paper roll.

D. Pull outward on the paper roll knob and take out the old roll of paper. Open the hinged lid on the printer by pulling it towards you.

**Note:** Make sure you check which way the paper comes out, so you can install it in the same manner. Remember that the paper always feeds from the bottom.
E. Again, pull outward on the paper roll knob and insert the new roll on to the paper roll bracket assembly. The paper should be feeding from the underside of the roll. Release the paper roll knob, allowing the bushing on the knob to settle into the paper roll.

F. Pull the bail wire forward so that it is moved away from the platen.

G. Pass the starting edge of the paper roll over the hinged plate assembly and insert it into the opening between the separator bracket and the upper hex tie rod. Insert the paper as far as possible.

H. Rotate the platen knob toward the rear of the unit to advance the paper around the platen and over the separator bracket. If the paper is slightly off center, depress the pressure roll release lever and center the paper manually.

I. Return the bail wire to its original position and close the hinged lid. Restore paper roll cover to its normal position.

J. In order to insure proper system operation, the final step is to utilize the self-test feature of the selector by depressing the 10-11 and SEND buttons. This sequence will request a test message from the computer which will include date, time and a short test message.

2.10 INTRODUCTION to 800MHZ SYSTEM

Units in the Department are linked to CADS via an independent 800 MHZ mobile data terminal (MDT).

These terminals:

- Provide concise information through a visual display and hard copy printout.
- Provide information relative to hazardous situations contained in the Critical Information Dispatch System (CIDS).
- Provide the Incident Commander with a hard copy containing the identity of all responding units.
- Transmit and receive administrative messages generated by dispatcher or other units.
2.11 DESCRIPTION OF THE EQUIPMENT

2.11.1 Terminals

There are two types of terminals used in conjunction with the system. They are found in the apparatus Mobile Data Terminal (MDT) and in the passenger area of Command vehicles, Command Data Terminal (CDT). In addition, installations found in Rescue, Haz Mat and fireboats are configured to fulfill special requirements. Each terminal, with its variety of key functions and their proper operating procedures, is detailed in the 800 MHZ Training Bulletin. The following briefly describes each of the terminals, their physical characteristics, and a description to assist in identifying the terminal.

A. Mobile Data Terminal (MDT-7100) - The mobile data terminal, mounted in the apparatus cab on a swivel mount, is designed to be visible to the officer under normal conditions, but can be rotated to enable the chauffeur to view the display when the officer is not present. It consists of a visual display screen, a keyboard like pad, a panel with preprogrammed "10-code signals", a numeric pad and a small keypad with cursor controls. Some 7100 MDT's also have full keyboards for special applications. The 7100 MDT allows direct communications between the FDNY apparatus and the Starfire Central Computer via an 800 MHZ Mobile Data Communications System. The messages most often consist of dispatch assignments or unit status updates sent to and from the Starfire Computer. Administrative messages may also be received or sent. High priority messages, such as dispatch responses, will automatically appear on the display screen. Lower priority messages are placed in storage (called the queue - pronounced "Q"), for viewing when desired.

1. Display Screen - Displaying up to 8 lines, each line can be up to 40 characters long. The first 6 lines make up the text work area where messages are transmitted and received by the terminal. The last two lines contain information that is of use to the operator, such as unit's status, number of messages in memory, or any message waiting. Information that the member desires to enter into the system is displayed on the screen as it is typed. When confident that the information is correct, the member "sends" the information.

2. Keyboard - Located below the display screen, it permits the operator to send messages that can be typed out using the alphanumeric keys. It also contains the most commonly used 10-code keys. The upper left portion of the keyboard contains a small red light and an identifier with the initials MSG that signals an incoming message. Also on the upper left portion of the keyboard is a red key, designated SEND. This key is used to
transmit the message displayed on the screen. On the right side of the keyboard is a series of numeric keys that are used to insert numeric characters. Located on the lower right, a key designated MDI is used to perform a secondary function of certain designated keys.

3. **Auxiliary Keypad** - Located on the upper right portion of the terminal, it has eight keys. Four keys are function keys, while the remaining four keys are cursor control keys.

4. Some keys currently are not being used and are reserved for future use.

5. **Description of keys (7100)**

   **The following keys are single action keys:**

   10-84.......arrived on scene

   10-4.........acknowledge assignment to an incident, relocation or returning from relocation

   10-14.......acknowledge a response while roster staffed (engine companies only)

   10-20.......proceed with reduced speed and follow traffic rules

   **The following keys are double action keys:**

   10-8.........available on the air

   10-18.......release everybody except for the one engine and ladder designated, and the assigned battalion chief

   10-19.......release everybody except for the one engine or ladder designated

   10-92.......malicious false alarm

   MDI + O.. blank ten code, allows member to enter any valid ten code (from 10-21 to 10-40 and 10-91)

   MDI + 1... request for incident summary

   MDI + 2... request for unit status

   MDI + 4... message to a dispatcher

   MDI + 9...reset, allows to receive the current unit status or active incident assignment ticket
B. Command Data Terminal (CDT-9100) - Mounted on a swivel in chief's type vehicle and in a console in other command vehicles. It is designed to be visible to the chief officer under normal conditions, but can be rotated to enable the firefighter aide to view the display screen and enter information. It consists of a display screen, an alpha numeric keyboard, a panel with preprogrammed "10-code signals" and a small key pad with function keys. It allows direct communications between FDNY apparatus and the Starfire Central Computer via an 800 MHZ Mobile Data Communications System. The messages most often consist of dispatch assignments or units status updates sent to and from Starfire. Administrative messages may also be received or sent. High priority messages such as dispatch responses will automatically appear on the display screen. Lower priority messages are placed in storage (called the queue - pronounced "Q"), for viewing when desired.

1. **Keyboard** - similar in appearance to a standard typewriter, it performs additional functions beyond alpha-numeric letter input. Additional keys identified as ALT, MDI, ENTER, PREV, ESCAPE, FORMS and NEXT, provide the member with flexibility when used in conjunction with the alphanumeric keys. Further instructions on the use of the keyboard will be found in the Training Bulletin.

2. **Display Screen** - Displays up to 14 lines, each line of which can be up to 40 characters long. The first 12 lines make up the text work area where messages are transmitted and received by the terminal. The last two lines contain information that is of use to the operator, such as unit status, number of messages in storage or any messages waiting. Information that the member desires to enter into the system displays on the screen as it is typed. When confident that the information is correct, the member "sends" the information.

3. **Auxiliary Keypad** - Located to the right of the display screen, it contains "shortcut keys" for quicker entry into the system.
4. **Description of Keys (9100)**

   **The following are single action keys:**

   10-4........acknowledge assignment to an incident, relocation or returning from relocation
   10-84........arrived on scene
   10-12........request for a preliminary report
   10-20........proceed with reduced speed and follow traffic rules
  RESET.....reset, allows to receive the current unit status and assignment ticket if unit is assigned

   **The following keys are double action keys:**

   10-8........available on the air
   10-18........release everybody except for the one engine and ladder designated, and the assigned battalion chief
   10-92........malicious false alarm
   10.............blank ten code, allows member to enter any valid ten code (from 10-21 to 10-40 and 10-91)
   MDI+1.....request for incident summary
   MDI+2.....request for unit status
   MDI+3.....request for incident history
   MDI+4.....message to a dispatcher

5. **Status Keys (7100/9100)**

   10-4........Acknowledges a response (except 10-14), relocation or return from relocation
   10-8........Available on the air
   10-12........Chief's request for preliminary report by first unit to arrive
   10-14........Acknowledges a response of an engine company with a normal staffing level of five that is responding with only four firefighters
   10-20........Advise that first arriving unit recommends the use caution for the remainder of the responding units, as detailed in existing regulations
   10-84........Advise Starfire of unit arrival at scene
6. **Function Keys (7100/9100)**

**UNIT STATUS:**
Permits the current status of any unit to be displayed on the screen. The combination to that unit’s quarters will also be displayed.

**INCIDENT SUMMARY:**
Provides current information on incident that includes: information transmitted, addresses, locations, CIDS information, list of units, etc.

**INCIDENT HISTORY:**
Provides complete particulars of incident, (Note: printer needed to receive information)

**SEND:**
Transmits information on the display screen to Starfire.

**NXT/sps:**
When used without any other key this key (NXT) will bring up the next message waiting in the queue. When used in combination with the MDI key, the message received on the display screen will be saved to scratchpad.

**PRV/spr:**
When used without any other key this key (PRV) will bring up the last message displayed on the screen. When used in combination with the MDI key, the (spr) key will recall the last message saved in the scratchpad.

**Note:** Response messages cannot be retrieved using this method (see Sec 2.11.1.A.5.)

**CLR/ers:**
When used without any other key, (CLR) will clear the display screen of any text. When used in combination with the MDI key, (ers) will erase the current display message from memory.

**FRM/clf:**
When used without any other key, (FRM) will bring up the forms that reside in the terminal. When used in combination with the MDI key, the (clf) removes from the currently displayed form, any data that was entered and permits amended information to be entered.
Depressing any of these keys will cause the cursor to move one character in the direction of the arrow.

Depressing the MDI key followed any of these keys will cause the cursor to move to the next unprotected field in the direction of the arrow pressed.

7. **Incident Disposition Keys**

10-92......Depressed when a false alarm signal is to be entered into the system. **[SEND key must be used to transmit]**.

10-18......Depressed when a 10-18 will be sufficient to handle the incident. Disposition 10-code and operating units may be entered into appropriate spaces. **[The signal is not transmitted until the SEND key is depressed]**.

Non-operating units will be automatically placed 10-8. Operating units must use 10-8 key and SEND when in service.

10-19......Depressed when a 10-19 will be sufficient to handle the incident. **[The signal is not transmitted until the SEND key is depressed]**. Non operating units will automatically be placed 10-8. Operating unit must use 10-8 and SEND keys when available.

2.11.2 **Additional Functions**

A. **Error Handling**

Except for single action keys, when an incorrect identity or status key is pressed, the display screen may be cleared by use of the "clear" key, which prepares the terminal for corrected information input.

**Note:** The information on the display screen is not transmitted until the SEND button is depressed. Until that occurs, corrections can be made.

B. **If a single action key is pressed accidentally, immediate verbal notification must be made and acknowledged.**
2.12 CADS USE FOR INCIDENT PARTICULARS

2.12.1 Incident Summary

Displays pertinent information regarding incident particulars which includes: Box #, address or location, time-out, etc. If the incident is open, all units currently operating will be displayed. If the incident is closed, all units that operated will be displayed.

2.12.2 Delete

2.12.3 Incident Summary, Incident History and Unit Status Reports Terms.

Along with the terms used in this Chapter, Section 2.3.3, the following terms are also used with the 800MHZ SYSTEM.

ATS     Alarm Teleprinter Selector Panel.
DSEP    Decision Dispatcher Status Entry Panel. Dispatcher at this position acknowledged for unit, assigned a unit, or changed a unit's status.
MDT     Mobile Data Terminal. (Generic) Also applies to input from CDT.
RSEP    Radio Dispatcher Status Entry Panel. Dispatcher at this position acknowledged for unit, assigned a unit, or changed a unit's status.
SSEP    Supervising Dispatcher Status Entry Panel. Supervising Dispatcher at this position acknowledged for unit, assigned a unit, or changed a unit's status.
VSEP    Voice Alarm Status Entry Panel. Dispatcher at this position acknowledged for unit, assigned a unit, or changed a unit's status.

All units are designated by a letter prefix:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC</td>
<td>Battalion Chief</td>
</tr>
<tr>
<td>D</td>
<td>Haz Mat Decontamination</td>
</tr>
<tr>
<td>DC</td>
<td>Deputy Chief</td>
</tr>
<tr>
<td>DS</td>
<td>Decon Support Unit</td>
</tr>
<tr>
<td>E</td>
<td>Engine</td>
</tr>
<tr>
<td>F</td>
<td>Foam Carrier or Hi-Ex Foam Unit</td>
</tr>
<tr>
<td>FC</td>
<td>Field Com</td>
</tr>
<tr>
<td>FT</td>
<td>Foam Tender</td>
</tr>
<tr>
<td>H</td>
<td>Hose Wagon</td>
</tr>
<tr>
<td>HB</td>
<td>Haz Mat Battalion</td>
</tr>
<tr>
<td>HM</td>
<td>Haz Mat Unit</td>
</tr>
<tr>
<td>HR</td>
<td>High Rise Unit</td>
</tr>
<tr>
<td>HT</td>
<td>Hammer Team</td>
</tr>
<tr>
<td>L</td>
<td>Ladder</td>
</tr>
<tr>
<td>MB</td>
<td>Marine Battalion</td>
</tr>
<tr>
<td>MK</td>
<td>Mask Service Unit</td>
</tr>
<tr>
<td>MR</td>
<td>Marine Unit</td>
</tr>
<tr>
<td>P</td>
<td>Purple K Unit</td>
</tr>
<tr>
<td>RA</td>
<td>Recuperation and Care Unit</td>
</tr>
<tr>
<td>RB</td>
<td>Rescue Operations Battalion</td>
</tr>
<tr>
<td>RC</td>
<td>Rescue Collapse</td>
</tr>
<tr>
<td>RR</td>
<td>Rapid Response</td>
</tr>
<tr>
<td>RS</td>
<td>Rescue</td>
</tr>
<tr>
<td>SB</td>
<td>Safety Battalion</td>
</tr>
<tr>
<td>SQ</td>
<td>Squad</td>
</tr>
<tr>
<td>ST</td>
<td>Satellites</td>
</tr>
<tr>
<td>TR</td>
<td>Technical Response Unit</td>
</tr>
<tr>
<td>TS</td>
<td>Tactical Support</td>
</tr>
</tbody>
</table>
Units are designated by the following letter suffix when assigned a specific task at an incident:

<table>
<thead>
<tr>
<th>Engine Companies</th>
<th>Ladder Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>C CFR-D Engine</td>
<td>C CPC Unit</td>
</tr>
<tr>
<td>F FAST Unit</td>
<td>F FAST Unit</td>
</tr>
<tr>
<td>H Haz Mat Tech Unit</td>
<td>H Hi-Rise Roof Team</td>
</tr>
<tr>
<td>I FireIce Unit</td>
<td>R Rescue Collapse Transport</td>
</tr>
<tr>
<td>L Lobby Control Unit</td>
<td>S SOC Support Truck</td>
</tr>
<tr>
<td>N High Rise Nozzle</td>
<td>T Transport Backup Unit</td>
</tr>
<tr>
<td>P High Pressure Engine</td>
<td>V Ventilation Support Unit</td>
</tr>
<tr>
<td>S Communications Unit</td>
<td>W Water - Ice Rescue Unit</td>
</tr>
<tr>
<td>T Transport Backup Unit</td>
<td></td>
</tr>
<tr>
<td>W Water - Ice Rescue Unit</td>
<td></td>
</tr>
<tr>
<td>Y Systems Control Unit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rescue Companies</th>
<th>Squad Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>H Haz Mat Tech Unit</td>
<td>H Haz Mat Tech Unit</td>
</tr>
<tr>
<td>C CPC Unit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Battalion Chief</th>
<th>High Rise Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Communications Unit Leader</td>
<td>N High Rise Nozzle</td>
</tr>
<tr>
<td>D Tech Decon Task Force Leader</td>
<td>V Ventilation Support Unit</td>
</tr>
<tr>
<td>F Foam Coordinator</td>
<td></td>
</tr>
<tr>
<td>H Hi-Rise Roof Chief</td>
<td></td>
</tr>
<tr>
<td>P Staging Area Manager</td>
<td></td>
</tr>
<tr>
<td>R Resources Unit Leader</td>
<td></td>
</tr>
<tr>
<td>S Safety Officer</td>
<td></td>
</tr>
<tr>
<td>T Transit Liaison Officer</td>
<td></td>
</tr>
</tbody>
</table>
2.12.4 Off-the-Air at Quarters Other Than Your Own

Battalion Chiefs visiting quarters other than their own for more than 15 minutes can have their alarms forwarded to those quarters. Upon arrival at the quarters being visited, the dispatcher is notified by radio or telephone that the Battalion is 10-9 at the quarters of the visited unit. Dispatcher then [relocates] battalion into those quarters, and all alarms for that Battalion will then be displayed on the screen and printed through that unit's PC/ATS in quarters. Acknowledgments, however, must be made via radio or MDT. When leaving quarters where a Battalion Chief has been visiting, the signal 10-8 Code 1 must be given verbally to the dispatcher. Then the dispatcher will "unrelocate" the battalion in order to have subsequent alarms sent to the Battalion's original quarters.

2.13 PRINTER MESSAGES AND SAMPLE SCREENS

There are two types of messages that will be received by the MDT screen and its associated printer.

2.13.1 Response Messages

Response messages include notifications to respond, relocate and return from relocation. Only the units affected receive these messages. Messages requiring a unit response contain information including the type of alarm, unit(s) assigned, source of alarm, the nearest box number and location, an incident number, and the date and time the message was transmitted (the time out). In addition, information on hazardous materials may be provided through CIDS. If an alarm is received by telephone or from an ERS box, information about the address, type of structure (residential, commercial, etc.) and location of fire (apartment number, basement, etc.) may be provided.

For an explanation of the radio code numerical signals used in messages, see Chapter 8, section 8.5 of this manual. (For Sample Screens see Section 2.4.1 of this Chapter)

2.13.2 Administrative Messages

Administrative messages are varied and appear on the display screens and printer in small print. Administrative messages generally do not appear on MDT, nor are they sent to the apparatus printers unless specifically desired by the member. Administrative messages do not require an acknowledgment. (For Sample Screens see Section 2.4.2 of this Chapter)

A. Incorrect transaction - no action taken

This error message will be transmitted when an incorrect transmission is attempted.
APPENDIX A

NYPD Police (UCT/9-1-1) Communications Technicians routinely use abbreviations in their everyday communicative responsibilities. Frequently these abbreviations migrate on to Fire Alarm response tickets. In an effort for Fire field forces to identify their meanings, the table below is presented. As more common abbreviations are identified, they will be introduced here.

### Possible NYPD Police (UCT/9-1-1) Communications Technicians
### Abbreviations for Dispatch messages

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>311 OPR</td>
<td>3-1-1 Operator</td>
</tr>
<tr>
<td>ALM</td>
<td>Alarm</td>
</tr>
<tr>
<td>ANI/ALI</td>
<td>Automatic Number Identification/Automatic Location Identification</td>
</tr>
<tr>
<td>ANON</td>
<td>Anonymous</td>
</tr>
<tr>
<td>AUTH</td>
<td>Authorization</td>
</tr>
<tr>
<td>CB</td>
<td>Call Back telephone number (frequently 10-7 available)</td>
</tr>
<tr>
<td>CC</td>
<td>Child Caller (frequently NO 10-7 available)</td>
</tr>
<tr>
<td>COND</td>
<td>Condition (occasionally with DANG = Dangerous)</td>
</tr>
<tr>
<td>EB, NB, SB, WB</td>
<td>Eastbound, Northbound, Southbound, Westbound, Etc.</td>
</tr>
<tr>
<td>EDP</td>
<td>Emotionally Disturbed Person</td>
</tr>
<tr>
<td>FC</td>
<td>Female Caller</td>
</tr>
<tr>
<td>HSE</td>
<td>House</td>
</tr>
<tr>
<td>HU</td>
<td>Hung Up (frequently NO 10-7 available)</td>
</tr>
<tr>
<td>IFO</td>
<td>In Front Of</td>
</tr>
<tr>
<td>INFO</td>
<td>Information</td>
</tr>
<tr>
<td>JUMPER</td>
<td>Threatening [suicide?] to jump from Building/Bridge</td>
</tr>
<tr>
<td>LOC</td>
<td>Location</td>
</tr>
<tr>
<td>MC</td>
<td>Male Caller</td>
</tr>
<tr>
<td>NCB</td>
<td>No Call Back (frequently NO 10-7 available)</td>
</tr>
<tr>
<td>NE, NW, SE, SW</td>
<td>Northeast, Northwest, Southeast, Southwest, Etc.</td>
</tr>
<tr>
<td>NFI</td>
<td>No Further Information</td>
</tr>
<tr>
<td>OCC/OCCP</td>
<td>Occupied</td>
</tr>
<tr>
<td>OPR</td>
<td>Operator</td>
</tr>
<tr>
<td>PH or PVT HSE</td>
<td>Private House</td>
</tr>
<tr>
<td>POSS</td>
<td>Possible (frequently with OCCP STK for an Occupied Stuck Elevator)</td>
</tr>
<tr>
<td>PP</td>
<td>Public Phone (frequently NO 10-7 available)</td>
</tr>
<tr>
<td>REC</td>
<td>Recorded</td>
</tr>
<tr>
<td>RES</td>
<td>Residence</td>
</tr>
<tr>
<td>RMP</td>
<td>Rapid Motor Patrol vehicle (Police car)</td>
</tr>
<tr>
<td>SC</td>
<td>See Complainant</td>
</tr>
<tr>
<td>SFC</td>
<td>See Female Complainant</td>
</tr>
<tr>
<td>SMC</td>
<td>See Male Complainant</td>
</tr>
<tr>
<td>STS</td>
<td>States</td>
</tr>
<tr>
<td>UNK</td>
<td>Unknown</td>
</tr>
<tr>
<td>VEH</td>
<td>Vehicle</td>
</tr>
<tr>
<td>WPNS</td>
<td>Weapons</td>
</tr>
<tr>
<td>YO</td>
<td>Year Old</td>
</tr>
</tbody>
</table>