

Number: Title:

Page 1 of 1

D-1 CLEAR TEXT

It is the policy of the Heartland Communications Facility Authority and member agencies to employ "clear text".

For consistency, standardized Clear Text terminology should be employed. This terminology should be employed whenever appropriate. The below given examples are not intended to cover every conceivable possibility, however, are frequently used Clear Text terms.

"At scene"	Unit has arrived at location of dispatch
"In quarters"	Unit is at their home station or other station should then be indicated with the message, i.e., "Heartland, Engine 4 in quarters at Station 14."
"Responding"	En route assigned call.
"Available"	Unit is ready for dispatch to another call.
"Completed" or "Finished"	Unit is available and leaving scene.
"Returning"	Unit is available and returning to quarters.
"In District"	Unit is on the radio in their district.
"Can Handle"	Unit reporting can handle incident without further aid.
"Investigatin"	Unit on scene is checking further for reported incident.
"Quick Attack"	Unit at scene is taking quick, aggressive action to attempt to control fire in incipient stages.
"Staging"	Unit is standing by at designated location for orders.
"Command"	Unit is assuming direction and control of incident.
"Affirmative"	Yes.
"Negative"	No.
"Stand-by"	Wait.
"Copy"	Message received; will do as asked.
"Traffic"	Radio or telephone message.

APPROVED: 06/06/89

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