

Operating Guideline # 1002

Portable Radio Use, Inspection & Decontamination

July 11th, 2025



1. PURPOSE

To ensure the proper use, care, and maintenance of Motorola APX 7000 series portable radios and associated equipment. This SOG outlines expectations for deployment at incidents, routine maintenance during truck checks, and decontamination following exposure to fireground contaminants.

2. SCOPE

This guideline applies to all members of the Muskoka Lakes Fire Department utilizing portable radios during training, emergency response, or station duties.

3. ASSIGNMENT AND GENERAL USE

- Portable radios are assigned to:
 - Pumpers: minimum 4 per unit
 - Tankers: minimum 2 per unit
 - Rescues: minimum 2 per unit
 - Marine Units: minimum 2 per unit
- Each portable radio costs approximately \$2,000 and must be treated as critical, high-value equipment.
- Members operating under the buddy system shall carry their assigned portable radio at all times while engaged at an emergency incident.

4. RADIO MAINTENANCE DURING TRUCK CHECKS

To ensure radio readiness and longevity, the following tasks shall be performed during regular truck checks:

- *Visual Inspection:*
 - Check for cracks or damage to the case, screen, or antenna.
 - Ensure the battery is securely attached and free from corrosion or damage.
 - Confirm microphone/speaker cords are secure and not frayed.
- *Function Test:*
 - Power on the radio and verify it connects to the appropriate talk group/channel.
 - Conduct a short radio check to confirm audio clarity and transmission.
 - Test emergency button functionality (in test mode if applicable).
- *Battery Check:*
 - Ensure batteries are fully charged.
 - Rotate spare batteries on a weekly basis to maintain charge cycles.
- *Charger Inspection:*

- Confirm base chargers are plugged in and functioning properly.
- Observe LED indicator lights (see section 6) for battery status and take corrective actions as required.

5. RADIO CLEANING AND DECONTAMINATION

After exposure to smoke, soot, water, or other contaminants:

- Initial Cleaning at Scene:
 - Wipe the radio with a clean, damp cloth using warm water.
 - Avoid excessive water exposure—radios are water-resistant, not waterproof.
- Post-Incident Decontamination at Station:
 - Use approved electronic-safe cleaning wipes or a damp cloth with mild soap solution.
 - Do not submerge the radio or use high-pressure water.
 - Pay special attention to cleaning around the speaker mic, antenna base, and battery connections.
 - If heavily contaminated or non-functional after exposure, tag for service and notify the Officer in Charge.
- Battery Maintenance:
 - Remove batteries during deep cleaning.
 - Wipe battery contact points with a dry, lint-free cloth.

6. IMPRES CHARGER LED INDICATORS

Solid LED Lights

- Single Flash Green: Charger powered on; beginning charge.
- Steady Red: Battery is in rapid charge mode.
- Steady Green: Battery is fully charged.
- Steady Orange: Battery in reconditioning mode. (May take 8+ hours.)

Flashing LED Lights

- Flashing Green: Battery >90% charged, topping off.
- Flashing Orange: Waiting to charge due to low voltage or temperature. Will begin charging once conditions normalize.
- Flashing Red: Battery not charging or not making proper contact. Check and clean contacts.
- Flashing Red/Green: Battery is functional but nearing end-of-life. Consider replacing.
- Flashing Amber/Green: Battery is in recalibration mode. Remove and reinsert battery to force calibration. Wait for steady green before use.

7. REPORTING AND REPLACEMENT

- Any damaged or malfunctioning radios shall be reported immediately to the Officer in Charge.
- Do not attempt internal repairs.
- Damaged radios should be tagged and removed from service until evaluated.

8. TRAINING AND ACCOUNTABILITY

- All members shall receive periodic training on:
 - Proper radio use and care
 - Decontamination procedures
 - Understanding charger indicators
- Officers shall ensure compliance with this SOG and verify radios are checked and maintained as part of truck checks.