





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Response Run Orders	SECTION/TOPIC: OPERATIONS
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I. PURPOSE

- A. The purpose of this Standard Operating Procedure is to define the department's emergency response run orders.

II. SCOPE

- A. This Standard Operating Procedure applies to all personnel within the Northern Wake Fire Department.

III. PROCEDURE

A. NWFD CAD DISPATCHED RUN ORDERS

1. The Northern Wake Fire Department (NWFD) has established CAD apparatus and resource response run orders for emergency and non-emergency incidents.

This list is often referred to as the "run card". CAD run cards for common NWFD call types are as follows:

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|--------------------|--|
| a) Structure Fire: | 4 Engines, 1 Ladder, 4 Tankers, 1 Batt Chief |
| b) Fire Alarm: | 1 Engine, 1 Ladder |
| c) CO Alarm: | 1 Engine |
| d) Outside Fire: | 1 Engine, 1 Brush, 1 Tanker |
| e) Vehicle Fire: | 1 Engine, 1 Tanker |
| f) EMS: | 1 Engine |
| g) MVC: | 1 Engine, 1 Rescue, 1 Batt Chief |
| h) Water Rescue: | 1 Engine, 2 Boats, 1 Batt Chief |
| i) Gas Leak: | 2 Engines, 1 Batt Chief |
| j) Fuel Spill: | 1 Engine, 1 Rescue, 1 Batt Chief |

2. CAD will identify the closest Wake County (in-service) response resources with the required capability(s) for the specific call type and will populate those resources into the dispatched assignment.

3. The initial apparatus response modes should be “emergent” (lights and siren) except for “non-emergent” Service Calls or when CAD notes dictate that the response mode should be “non-emergent”.
4. On Fire Alarms, only the “first due” apparatus will respond “emergent” with the “second due” apparatus responding “non-emergent” unless otherwise advised or unless CAD notes dictate otherwise.
5. If the initial size up dictates “nothing showing” or a “non-emergent event”, all units not on-scene should downgrade the apparatus response modes to non-emergent.
6. NWFD resources that respond to EMS incidents that are downgraded to “Alpha” will have the option to proceed “non-emergent” or “return to service” based on their unit’s proximity of the incident and/or based upon direct communication with the responding EMS unit.
7. Responding apparatus should respond based upon the following matrix:
 - a) Engines - Minimum of (3) qualified members
 - b) Ladder - Minimum of (3) qualified members
 - c) Rescue - Minimum of (3) qualified members
 - d) Tankers - Minimum of (1) qualified member
 - e) Brush - Minimum of (1) qualified member
 - f) Air Unit - Minimum of (1) qualified member
 - g) Utility/Boat – Minimum of (2) qualified members
 - h) Small Vehicles - Minimum of (1) qualified member
8. Based upon the CAD dispatch, additional NWFD apparatus will not “add to calls” unless:
 - a) requested by a Chief Officer or IC.
 - b) the incident is in NWFD Station 5’s first-due territory
 - c) multiple units are dispatched from a single NWFD Station (See #9)
 - d) dispatched structure fire in the NWFD response district (See #10)
9. Due to CAD configuration, the closest unit response may include the dispatch of multiple non-staffed, in-service apparatus from the same station. In these cases, units from the next closest NWFD station(s) will add to the response with the next closest “like” apparatus following the staffing matrix listed in #7.
10. To ensure that sufficient personnel respond to meet the Effective Response Force requirements for structure fires in the Northern Wake Fire Response District, remaining Tankers and Engines will add to the response following the staffing matrix listed in #7.
11. Notification will be made to the on-duty Battalion Chief when station staffing levels drop below the minimum of 3.

C. Automatic Mutual Aid and Mutual Aid Structure Fire Dispatches:

1. In-County Aid:
 - a) NWFD apparatus should only respond to incidents outside of the Northern Wake Fire Response District unless selected and dispatched by CAD.
 - b) Additional apparatus should not be added to the incident response unless requested by the IC.
 - c) An exception is when a Station 5 apparatus is dispatched as part of the CAD assignment, then a like apparatus out of Station 1 or 3 will respond in the place of the Station 5 apparatus.
 - d) If staffing arrives for a dispatched Station 5 apparatus and that apparatus is still closer to the incident than the responding Station 1/3 apparatus, the Station 5 apparatus will add to the incident response and return the Station 1/3 apparatus to service.
2. Out of County Aid:
 - a) For out-of-county requests, NWFD will respond based upon the CAD assignment, however often CAD does not select the closest requested resource, so it is important that personnel pay attention and adjust unit responses accordingly.
 - b) At a minimum, and in lieu of knowledge of the automatic aid agreements, a minimum of (2) Tankers will typically be provided from the closest NWFD stations on structure fire responses.