

Run Index Creation/ Change Instruction Sheet

1. Map of coverage area with designated box area's provided by DES.
2. Listing of streets and high risk buildings in each box area along with the street listing and common name file listed in the CAD system will be provided by DES.
3. Create alarm response area's (box areas) based on approved incident types utilized in the CAD system, which will be provided by DES. Additionally, DES will provide Run Index Change Worksheets for agencies to use.
4. Identify and address each high risk building/facility or special hazard in the response area. Assistance in addressing can be obtained by contacting MSAG Coordinator from DES.
5. Create separate box within a designated area for high risk buildings/facilities or special hazards.
6. DES will create box assignments in the test side of the CAD system.
7. The fire chief will review and approve data entered into test side of CAD system.
8. Following the fire chiefs' approval the box assignments will be entered into the live side of the CAD system with the appropriate street names connected to the appropriate box information.
9. The fire chief will be required to sign-off on an acceptance/approval document, at which time they will be provided with a hard copy of their run index as it appears on the live side of the CAD system. Additionally, they will be provided with a map, which will provide a geographic depiction of their coverage area. DES will place these documents in a three (3) ring binder for the field user. This document will be known as the Department Run Index Manual.
10. Future changes to a run index/box area will require formal written notification/request along with the return of the Department Run Index Manual to DES for updating. By returning the Run Index Manual for updating, this will insure the agency is always working from the current copy of their run index. The steps for making change to run indexes will begin at #6 listed above.

Utilization of Box Numbers

Each box number will designate the primary station responsible for the box area as well as define a specific geographic area within the primary stations coverage area. Each box area will be numbered using the station number first, followed by an additional number designation. Example: Station 17 could use box numbers; 1710, 1720, 1721 etc... Station 17 provides coverage to a portion of Walker Township in Centre County; therefore Box 1710 might be designated to identify a response to this portion of Walker Township.

Once a box area has been determined or identified and assigned a number the agency may choose to identify high risk buildings/facilities or special hazards

within the identified box area with a new box number. Using the Station 17 Box Number 1710, maybe there is a high risk building/facility or special hazard within the geographical boundaries of Box 1710 requiring a different response than the remainder of the coverage area indicated within Box 1710. Station 17 could then create a sub-box specific to the address known as Box 1712.

There will be a final map distributed as part of the Department Run Index Manual. This map will give a visual depiction of the area assigned to each designated box for the agency responsible for management of the coverage area run index.

Incident Types

1. **ALRM:** Automatic fire alarm received from any agency or a report of an audible alarm.
2. **BARN:** Barn fire.
3. **BOMB:** Bomb threat follows the Local Alarm response and adds the notification/dispatch of law enforcement to the first alarm response along with dispatching the balance of the first alarm to stand-by in quarters.
4. **LOCL:** Local alarm using a single department response for incidents such as chimney/flu fire, odor investigation, tree fire, wires down, pole fire, gas leak, vehicle fire, dumpster/trash fire or CO detector activation.
5. **HAZM:** Hazardous materials spill or release not transportation related.
6. **MASS:** Mass casualty incidents, which are separated into three (3) levels of response based on the number of injured. Mass Casualty Level 1 would be ten (10) patients or fewer. Mass Casualty Level 2 would be for eleven (11) to twenty-five (25) patients and Mass Casualty Level 3 would be for greater than twenty-five (25) patients.
7. **MEDC:** All medical emergencies.
8. **MVAI:** Motor vehicle accident with injury(s).
9. **MVAE:** Motor vehicle accident with entrapment.
10. **MVAT:** Motor vehicle accident involving a tractor trailer and/or hazardous materials.
11. **RESC:** Rescue assignment, which are incidents requiring some type of specialized rescue such as an industrial accident, farm accident, confined space rescue, high angle rescue, air craft rescue and land search.
12. **SERV:** Services calls are incidents such as traffic control, lifting assistance, basement pumping wires down, lock-out and stand-by assignments. Incidents, which typically do not require an emergency response.
13. **STRU:** Structure fire.
14. **WATR:** Water rescue.
15. **WILD:** A wild fire, brush or forest fire.