

	CLEARFIELD COUNTY EMERGENCY MANAGEMENT / 9-1-1 Standard Operating Procedures	Initial:
	SOP #: Fire 7-09	Revised: 9-2006
	Subject: Box (Zone) Alarm System	

BOX (ZONE) ALARM SYSTEM

The box alarm numbering system utilized in Clearfield County is designed to provide a uniform coding box classification for individual geographical areas.

- Area Box Number - Is a number that is assigned to specific geographical area(s) of coverage.

- (1) Area box numbers begin with the first due fire stations county numerical identification. The “letter” that follows the fire stations number designates the geographical area(s) the box is to cover using the letters “A” to “Z”.

Example: The first station that covers the village of Penfield is Station 41. The Fire Chief chose Penfield to be the first geographical area to be gridded as an area box, thus designating the letter “A” as Penfield. The box number for Penfield is “BOX 41-A”.

If Penfield fire chief chooses to grid out other areas for box assignments, the fire station number stays the same but the letter will have to change to designate the new area(s). Box 41-A, 41-B, 41-C, etc.

- (2) Area box assignments will be determined and set up by the first due fire stations chief.

- High Hazard/Special Box Number - Indicates that, due to special conditions, a facility/building requires a response of its own. *There are two accepted formats.*

- (1) A High Hazard Location may have its own specialized number that will identify that particular facility within its area box.
- (2) A High Hazard Location may be designated by the Station’s number plus HH. This indicates that regardless of the type of facility and regardless of the actual box location, every high hazard facility within that Station’s coverage area will have the same running assignment.

- Box Alarm Number Utilization - The Communications Center will utilize a box number at all times when alerting fire and rescue companies for emergency and non-emergency incidents. The exception is when the caller cannot provide enough information for the dispatcher to locate a box number or when a particular fire station has been requested to assist another county. The responding chief should advise of the correct box number when possible. The box number will indicate to responding emergency services what map to utilize, etc.

- Emergency Response System Utilization

(1) Box Classification - There are three classifications of response when dispatching the fire services. They are: Local Box, Fire Box, and Rescue Box. Each of these Classifications has their own pre-determined response to revolve around the situations that may occur.

a. Local Box - includes the following incidents:

- Vehicle fires
- Outside Fires, i.e.: brush, forest and field
- Dump Fires
- Dumpster/Trash Fires
- Wires/Poles Fires (outside a structure)
- Helicopter Standby
- Hazardous Conditions, road obstructions, odor investigation
- Medical Assist
- Other/minor alarms not mentioned
- CO Alarm
- Search Party

b. Fire Box - Includes the following incidents:

- Any incident involving a structure
- Structure Fires
- Automatic Alarms
- Smoke Filled Structures
- Wires/Electrical (inside a structure)
- Appliance Fires (inside a structure)
- Any outside structure
- Chimney/Flue Fires

- Structure Fire Rekindles
- All incidents that fall into this category will be dispatched as a *first alarm assignment*. When a responding chief arrives on the scene of the incident and determines the need for additional equipment that chief may ask for a *second, third etc.* alarm. The O.I.C may also call for *specific* pieces of equipment listed in the next alarm assignment without activating the entire alarm assignment.
- The O.I.C can also request specific units in place of next due units that are listed, the dispatchers will confirm that the unit requested is not the next due and is a special request that is needed.
 - c. Rescue Box - Includes the following incidents:
 - Incidents require a rescue company response
 - Rescue Calls
 - Farm/Industrial Accident
 - Confined Space Rescue
 - Specialized Rescue Calls
 - Vehicle Accident, Vehicle – Vs- Pedestrian
 - Water Rescue
 - ATV Accident
- Box Alarm Requirements - The purpose of The Fire Communications Field Manual is to make emergency response in Clearfield County uniform and pre-determined. In order for the Field Manual to be effective, there must be minimum standards met by the Emergency Services in the field. These minimum recommendations are given to help eliminate any confusion that may occur during an incident. The 9-1-1 Center will not be held responsible for meeting these requirements. These are the responsibility of each Emergency Service's Chief Officer.
 - a. "Local Box" Running Assignments - There shall be at least one piece of apparatus listed for all local box responses except search, investigations and "other". These incidents can be categorized as "Chief" if the chief wishes.
 - b. "Fire Box" Running Assignments – The running assignment for a fire box will be the responsibility of the fire chief. Suggestions will be offered by the EMA department at the chiefs' request.
 - c. "Rescue Box" Running Assignments - The following responses will be utilized for initial response to the following rescue assignments:

- 1) Vehicle, vehicle – Vs- pedestrian, ATV, farm, industrial accident
 - 2 - EMS transport units (BLS or ALS)
 - 1 - Medic unit (if not transport)
 - 1 – Rescue Unit
 - 1 – Suppression Vehicle (or a combination engine/rescue)
 - QRS Service where applicable
- 2) Specialized Rescue (Rope, Confined Space, Trench, etc)
 - 1 - EMS transport unit
 - 1 - Medic Unit (if not transport)
 - 1 - Closest Rescue
 - 1 - Specially trained Fire Company
 - 1 – Suppression Vehicle (or a combination engine/rescue)
 - QRS Service where applicable
 - EMA for resources
- 3) Rescue Call (persons trapped for other reasons not mentioned)
 - 1 - EMS Transport Unit
 - 1 - ALS Criteria per EMD
 - 1 - Rescue
 - 1 – Suppression Vehicle (or a combination engine/rescue)
 - QRS Service where applicable
- 4) Water Rescue (River, Pond, Lake, Stream)
 - 1 - EMS Transport Units
 - 1 - Medic Unit (if not transport unit)
 - 1 - Rescue
 - 1 – Suppression Vehicle (or a combination engine/rescue)

1 - Rescue Boat

- QRS Service where applicable

- Incident Command
 - A unified command post should be established as soon as possible by the first emergency services personnel to arrive on scene. The command post should be responsible for triage, communications with the dispatch center and coordination of on scene units as they arrive. The command post should consist of one (1) EMS, fire and police responder on scene. Non-emergency communications will be assigned an alternate radio frequency for communications throughout the incident. All communications with the dispatch center will be conducted through the command post. The only radio traffic acknowledged from the scene of incidents will be from the command post.
- Changes and Revisions
 - Box alarm changes will be accepted when deemed necessary by the Fire Chief. A “Request for Change to Fire Apparatus” form (see Annex S) must be filled out and submitted to the EMA Director. This must be followed by a phone call within ten (10) business days of submission as per form directions. Emergency changes will be considered on an as needed basis with approval from the EMA Director.