

SFD Dispatch Policy and Guideline Manual

Section Title: Run Numbers

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RUN NUMBERS FOR FIRE AND EMS CALLS

In order for the Springdale Fire Department to compile statistical data for planning purposes, each call must be assigned a run number and documented as completely as possible. It is the SFD policy to assign a run number to any call that is dispatched. Any time a call is "toned out", it shall receive a run number and a report must be filed. This includes calls that are canceled prior to the fire companies arriving on scene. Each fire or medical call entered must be assigned a run number in order for the call to be closed.

- **Springdale Fire and EMS Calls** Anytime a SFD fire unit(s) or a SFD squad(s) responds to a fire or EMS call, assign a fire run number (RDF). Assign a RDF number when a SFD unit(s) responds outside the city on an EMS call, mutual aid, or special request. Anytime multiple units respond to the same incident, assign only one RDF number.
- **Rural Calls** When dispatching a fire incident for volunteer stations, do not assign a RDF number unless a SFD fire apparatus responds. Assign the call a rural run number (RDR) number so that the CAD call can be closed out.
- **Service Calls / Standbys** When SFD units are assigned on a public service request or standby, assign a RDF number to the call. Record the times and information the same as you would for any emergency call.
- **EMS Mutual Aid Standbys** Generate a Mutual Aid call in the CAD when a SFD squad responds with a rural agency to a structure fire for an EMS Mutual Aid standby. Assign a RDF number to the CAD call. Do not generate a separate call if there are reported injuries unless advised to do so.