Lancaster County-Wide Communications
Fire Box Setup Instructions

Step #1: Contact LCWC at (717)664-1100 or by e-mail at FireSupport@LCWC911.us. A representative from LCWC will meet with you, either here or at your station, to explain the process and answer any questions. This will make the process much easier for you and avoid confusion when the data is being entered. The LCWC representative will provide a printout or an e-mail file showing your present box responses and run cards along with a map showing your present box areas.

Step #2: LCWC will provide maps showing the distance in miles for each fire station to the center point of each box. If you are thinking of changing your box boundaries, mileages can be measured to any point and any number of points that are requested.

Step #3: You will need to print one copy of the Fire Box Setup form for each box area in your district. Be sure to print a copy of the Box Setup, Run Card, and Task Force Setup (if utilizing task forces) for each box.

Please complete the forms as described below and in the order listed:

1. **Run Card:** Run cards list the **order** of units to be dispatched for each unit function, regardless of the number of units needed for a given response. If units are to be dispatched in the same order for all incident types, you will only need one Run Card per box. If you would like units dispatched in a different order for certain incident types (i.e. a different rescue list for structure responses versus rescue responses), you will need one Run Card for each different order of resources.

   Enter your Agency ID at the top of the form and enter a descriptive identifier for the Run Card ID (i.e. Box 7-1-1 Structure). List units for all functions as completely as possible. A rule of thumb is to list double the number of units needed for your largest response (i.e. if you need 5 trucks total for your 5th alarm, list at least 10 trucks on the run card). We strongly suggest that you completely fill the lists for engines and tankers. If not enough units are listed, LCWC will add additional units to the end of the list, based on mileage, to ensure that there are enough resources to cover your responses.

2. **Box Setup:** Print your Agency ID and the Box ID number or name that your agency uses for the box at the top of the Fire Box Setup form. If you know the LCWC box number, enter that in the County Box # field, otherwise this will be assigned by LCWC. It is often easier to utilize a new range of LCWC box numbers when making wholesale changes. If the responses (number of units) are the same for multiple boxes, list all of the box numbers that will utilize this set of responses on this form, and there is no need to fill out another Box Setup form for the other boxes that utilize the same responses.

   Each box will have a default response. This should normally be your most common response that covers the most incident types. Fill in the default Run Card ID and the number of units to dispatch in the Default Response row.

   For each incident type on the list that does not utilize the default response, enter the Run Card ID (i.e. Box 7-1-1 Structure or Box 7-1-1 Rescue) that you want the resources to be pulled from, and the number of units for each function to dispatch. Blank columns can be used for functions not preprinted on the form (i.e. HazMat, Squad). Number of units may be different for daytime and nighttime responses. Day response is used for any incident dispatched between 06:00 and 18:00. Night response is used for any incident dispatched between 18:00 and 06:00. This schedule is followed for all days of the week. If the day and night response is the same, you may just enter the day response

and leave the night response blank.

For second through fifth alarms, enter the TOTAL number of units you want on the incident. For example, if you require 3 engines on the first alarm and want 2 additional engines on the second alarm, enter "5" in the Engine column for the second alarm.

3. **Task Force Setup:** Use the Task Force/Strike Team Setup form for any special responses you want to set up for a box area. Examples of task forces are Tanker Task Force or Working Fire Dispatch. Give each task force or strike team a name. This is the name that you would refer to it by over the radio when requesting its dispatch. You may utilize one of the previously created run cards if the order of resources is to be the same. Otherwise, you will need to fill out a new Run Card for the Task Force. Fill in the Run Card I.D. to pull the resources from and the number of units to dispatch.

   Countywide teams such as the Foam Task Force and Decon Strike Team are set up at the system-wide level and you do not need to enter these on your boxes separately.

4. **Submission:** Please submit your resources via email in the provided Excel spreadsheets if possible. Completed forms can be submitted to FireSupport@LCWC911.us

Fire Departments submitting changes to box alarms must use the forms provided. If you are changing the boundaries of your box areas, you must also submit a map and/or a street listing (with cross streets) showing which streets are to be included on each box. The attached Authorization for Box Changes must also be completed and sent in with the other forms. All completed forms should be sent to:

Lancaster County-Wide Communications
P.O. Box 487
Manheim, PA 17545-0487

Lancaster County-Wide Communications
Authorization for Box Changes

Only the fire chief of the company may submit changes to box alarm assignments. By signing below, you are acknowledging that you have read and understand the box setup instructions and that LCWC is authorized to make changes to your fire box alarm resources as shown on the included forms.

Signature of Fire Chief _____ Date _____

LCWC Use Only

Date Received _____ Assigned To _____

Received By _____ Date Started _____

No. of Boxes Rec'd _____ Date Completed _____

LCWC Fire Box Setup

Agency: _____ **Agency Box ID:** _____ **County Box #:** _____

Default Response	Run Card ID	Engine	Truck	Rescue	Tanker	Air			Other
DEFAULT RESPONSE FOR BOX									

Incident Type	Run Card ID	Engine		Truck		Rescue		Tanker		Air						Other
		Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	
AIRCRAFT CRASH-1A																
AIRCRAFT CRASH-2A																
AIRCRAFT FIRE-1A																
AIRCRAFT FIRE-2A																
AIRCRAFT IN DISTRESS (for airports)																
ALARM BELLS																
ASSIST POLICE DEPT (FIRE)																
AUTO ALARM-COMMERCIAL																
AUTO ALARM-HIGH OCCUPANCY																
AUTO ALARM-INDUSTRIAL																
AUTO ALARM-NON OCCUPIED																
AUTO ALARM-NURSING HOME/HOSPITAL																
AUTO ALARM-ON TROUBLE																
AUTO ALARM-RESIDENTIAL																
BRUSH-1A																
BRUSH-2A																
BUILDING-APARTMENT-1A																
BUILDING-APARTMENT-2A																
BUILDING-APARTMENT-3A																
BUILDING-APARTMENT-4A																
BUILDING-BARN-1A																
BUILDING-BARN-2A																
BUILDING-BARN-3A																

Incident Type	Run Card ID	Engine		Truck		Rescue		Tanker		Air						Other
		Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	
BUILDING-BARN-4A																
BUILDING-BULK STORAGE FACILITY-1A																
BUILDING-BULK STORAGE FACILITY-2A																
BUILDING-BULK STORAGE FACILITY-3A																
BUILDING-BULK STORAGE FACILITY-4A																
BUILDING-CHIMNEY																
BUILDING-CHURCH-1A																
BUILDING-CHURCH-2A																
BUILDING-CHURCH-3A																
BUILDING-CHURCH-4A																
BUILDING-COMMERCIAL-1A																
BUILDING-COMMERCIAL-2A																
BUILDING-COMMERCIAL-3A																
BUILDING-COMMERCIAL-4A																
BUILDING-DWELLING-1A																
BUILDING-DWELLING-2A																
BUILDING-DWELLING-3A																
BUILDING-DWELLING-4A																
BUILDING-HOSPITAL-1A																
BUILDING-HOSPITAL-2A																
BUILDING-HOSPITAL-3A																
BUILDING-HOSPITAL-4A																
BUILDING-HOTEL/MOTEL-1A																
BUILDING-HOTEL/MOTEL-2A																
BUILDING-HOTEL/MOTEL-3A																
BUILDING-HOTEL/MOTEL-4A																
BUILDING-INDUSTRIAL-1A																
BUILDING-INDUSTRIAL-2A																
BUILDING-INDUSTRIAL-3A																
BUILDING-INDUSTRIAL-4A																
BUILDING-MOBILE HOME-1A																
BUILDING-MOBILE HOME-2A																

Incident Type	Run Card ID	Engine		Truck		Rescue		Tanker		Air						Other
		Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	
BUILDING-MOBILE HOME-3A																
BUILDING-NURSING HOME-1A																
BUILDING-NURSING HOME-2A																
BUILDING-NURSING HOME-3A																
BUILDING-NURSING HOME-4A																
BUILDING-OUTBUILDING-1A																
BUILDING-OUTBUILDING-2A																
BUILDING-OUTBUILDING-3A																
BUILDING-OUTBUILDING-4A																
BUILDING-SCHOOL-1A																
BUILDING-SCHOOL-2A																
BUILDING-SCHOOL-3A																
BUILDING-SCHOOL-4A																
BUILDING-SILO-1A																
BUILDING-SILO-2A																
BUILDING-SILO-3A																
CARDIAC ARREST-CLASS 1																
CO ALARM																
CO ALARM-WITH BLS																
CO INHALATION-CLASS 1																
CO INHALATION-CLASS 2																
GAS GRILL																
GAS LEAK-1A																
GAS LEAK-2A																
HAZ MAT INCIDENT-1A																
HAZ MAT INCIDENT-2A																
INVESTIGATION-INSIDE																
INVESTIGATION- OUTSIDE																
INVESTIGATION-STORM DAMAGE																
INVESTIGATION-WITH BLS																
LANDING ZONE																
MEDICAL ASSIST																

Incident Type	Run Card ID	Engine		Truck		Rescue		Tanker		Air						Other
		Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	
PERSON STRUCK-CLASS 1																
PUBLIC SERVICE-CHILD LOCKED IN VEH																
PUBLIC SERVICE-FIRE																
PUBLIC SERVICE-RESIDENTIAL FLOODING																
PUBLIC SERVICE-STUCK ELEVATOR																
RESCUE-BUILDING COLLAPSE-1A																
RESCUE-BUILDING COLLAPSE-2A																
RESCUE-ENVIRONMENTAL																
RESCUE-FARM																
RESCUE-HIGH ANGLE																
RESCUE-INDUSTRIAL																
RESCUE-RESIDENTIAL																
RESCUE-TRENCH																
RESCUE-WATER ROADWAY																
RESCUE-WATER																
RESCUE-WATER-BOAT IN DISTRESS																
SEARCH DETAIL																
SPILL CONTROL																
STANDBY-IN STATION FIRE																
STANDBY-TRANSFER FIRE																
TRAIN DERAILMENT-1A																
TRAIN DERAILMENT-2A																
TRAIN DERAILMENT-3A																
TRASH																
UNKNOWN TYPE-FIRE																
UTILITY/WIRES																
VEHICLE ACCIDENT-CLASS 1																
VEHICLE ACCIDENT-CLASS 2																
VEHICLE ACCIDENT-ENTRAPMENT																
VEHICLE ACCIDENT-FIRE																
VEHICLE ACCIDENT-MASS TRANSIT																
VEHICLE ACCIDENT-STANDBY																

Incident Type	Run Card ID	Engine		Truck		Rescue		Tanker		Air						Other
		Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	
VEHICLE ACCIDENT-TRACTOR TRAILER																
VEHICLE ACCIDENT-TRAIN																
VEHICLE ACCIDENT-UNKNOWN INJURY																
VEHICLE FIRE																
VEHICLE FIRE-MASS TRANSIT-1A																
VEHICLE FIRE-MASS TRANSIT-2A																
VEHICLE FIRE-RAILROAD-1A																
VEHICLE FIRE-RAILROAD-2A																
VEHICLE FIRE-TANKER-1A																
VEHICLE FIRE-TANKER-2A																
VEHICLE FIRE-TRACTOR TRAILER-1A																
VEHICLE FIRE-TRACTOR TRAILER-2A																
WOODS-1A																
WOODS-2A																