Purpose: To establish standardized alerting procedures for Albemarle County fire departments. These guidelines are also intended to promote effective response times to all emergency incidents. Rescue squads utilize an alternative guideline for turnout times.

Background: This standard operating guidelines was adopted by the Albemarle County Fire Rescue Advisory Board at the 22 March 2006 meeting.

Definitions:
1. **Alarm**: Radio notification (dispatch) of an emergency incident by the Emergency Communications Center.
2. **Turnout Time**: The time elapsed between the alarm time (dispatch) and the time staffed apparatus responds; also referred to as response time.
3. **Call Rollover**: Notification of a next-due station after five (5) minutes has elapsed without response.

Guideline:
1. Fire and rescue apparatus are expected to respond within five (5) minutes of an alarm for emergency incidents. Stations that are adequately staffed should maintain considerably shorter response (turnout) times.

2. After two (2) minutes has elapsed without response, the first-due station shall be re-toned.

3. After five (5) minutes has elapsed without response, the first-due station shall be re-toned and the next due station alerted.
   a. The “all-call” paging tone shall be utilized when re-toning stations.

4. Call rollover to the next due station shall continue every five (5) minutes until the resource need is met or no further resources are available.

5. Call rollover will not automatically occur for:
   a. Multi-station fire responses (such as structure fires), but shall be left to the discretion of a chief/duty officer or other responding personnel
   b. Fire department response to typical EMS calls
   c. For fire department response to possible cardiac arrest calls (“man-down”, unresponsive, etc.) which are likely to require additional manpower, automatic call rollover to the next station will occur.

6. Apparatus already on an incident may acknowledge a pending call and respond as soon as possible, or defer the call to the next due station as deemed most appropriate for the situation.
7. If a delayed response occurs after another station has been alerted (or responded), the other station’s apparatus may be cancelled as deemed appropriate for the situation.

8. Chief/Duty officers who have marked responding to an incident when their other station resources have not may determine whether or not ECC should alert the next due station.

9. Chief/duty officers generally make response modifications as deemed appropriate; however, any personnel may request additional resources as needed.

10. Apparatus staffing levels are particularly important in the determination of adequate response to both fire and EMS calls. Apparatus should advise their staffing level upon initiation of response. This information can be utilized by other personnel to determine if additional resources are still needed.