



**COMMUNICATIONS OPERATIONS
FIRE SERVICE POLICY**

Policy No.	5120	Date Issued:	June 1, 1996
Section:	5100 – CAD Procedures	Date Revised:	November 13, 2023
SUBJECT: RUN CARD USAGE			
APPROVED:	<u><signed copy on file></u> Chairperson, Fire Service Users Subcommittee		
APPROVED:	<u><signed copy on file></u> Amethyst Uchida, General Manager		

1.0 Purpose

- 1.1 To define the application of the run cards based on agency resource ordering preference.

2.0 Procedure

- 2.1 Preferred Recommendations – Agencies utilizing Automatic Resource Location (ARL). CAD uses the geofile data to determine the jurisdiction of the incident along with the selected agency’s response cards to search for the closest unit(s) to the incident that fulfills each capability requirement.
- 2.2 Fixed Recommendations – CAD utilizes the geofile data to locate the correct fire beat (zone) and searches the corresponding agency’s run card order of stations, areas, sectors and specific units to find the unit(s) that meet the capability requirements for the response card.
- 2.3 CAD data will be used for the initial dispatch of all calls, with the following exceptions:
- CAD recommendation is overridden by a field unit.
 - Agency initiates dispatch and then requests page out.