

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 02.11
		Effective Date: March 7, 2024
	<b>BATTALION CHIEF POLICY</b>	Revised Date:

**I. SCOPE**

**A.** This policy applies to all Queen Anne's County fire service personnel.

**II. Purpose**

**A.** To establish guidelines for the response of Battalion Chiefs to an emergency incident in Queen Anne's County.

***NOTE: The Battalion Chief Position is not designed to take over another department's incident command.***

**III. Responsibility**

- A.** All personnel affiliated with a Queen Anne's County Fire Department will be responsible for ensuring strict adherence to this policy.
1. Ensure that Command is established on all working & active incidents.
  2. Ensure that QAC Fire and EMS Commission SOG's are utilized with relation to the incident.
  3. Accountability of emergency workers is maintained.
  4. Incident actions are carried out in a safe manner.
  5. Ensure that all other staff level positions in the Command Structure are filled as needed.

**IV. Policy**

- A.** The County is divided into three (3) geographical regions. Battalions 1, 2, and 3
- B.** All qualified Battalion Chief officers shall participate.
- C.** The County will be split into 3 regions known as Battalion 1 Chief, Battalion 2 Chief, and Battalion 3 Chief.

**Companies to make up each are as follows:**

Battalion 1 Chief: Companies 1, 2, and 9

Battalion 2 Chief: Companies 3, 4, and 8  
Battalion 3 Chief: Companies 5, 6, and 7

- D. Coverage of Battalion Chiefs will be rotated on a weekly basis with a company responsible for a full week of coverage.
- E. Coverage starts on Monday at 0700 and ends the following Monday at 0700, in which the next company will assume the Battalion Chief coverage.

**Coverage schedule: Battalions 1, 2, and 3**

	<b>Battalion 1</b>	<b>Battalion 2</b>	<b>Battalion 3</b>
<b>Week 1</b>	Co. 9	Co. 3	Co. 5
<b>Week 2</b>	Co. 1	Co. 4	Co. 6
<b>Week 3</b>	Co. 2	Co. 8	Co. 7

V. **Dispatch**

- A. A dedicated pager tone shall be assigned for each Battalion region.
- B. One pager programmed with the Battalion Chief pager tones shall be assigned to each company.
- C. The Battalion Chief will be dispatched on all responses that are designated on run cards and at the request of an on-scene commander or unit.

**Designated calls will include:**

- Aircraft Crash / Emergencies
- Building Collapse
- Trench Rescue
- Box Alarms
- Extrications
- Significant Gas Leaks (any type of gas leak in a box alarm)
- Mass Casualty Incidents
- Confined Space Rescue
- High Angle Rescue
- Hazmat Box
- Suspicious Packages
- Marina Fire
- Water Rescue Box

- D. If the scheduled Battalion Chief does not respond within the first 5 Minutes, another qualified Battalion Chief Officer from that Battalion may respond to cover this position.
- E. On large-scale incidents, additional Battalion Chiefs may be requested and shall be dispatched as needed, based on their locality to the incident.

**VI. Response**

- A. The Officer responding as the Battalion Chief will mark on the air with their Designation and the duty they are covering (i.e. Chief 2 as Battalion Chief 1).
- B. The Battalion Chief should respond to incidents in his/her command vehicle.
- C. Departments are expected to utilize normal Queen Anne's County Fire and EMS Commission SOG's for incident management unless necessary to divert.
- D. In the event a department cannot cover the Battalion Chief role for their respective day, the respective department should coordinate with the other respective companies in their Battalion to ensure coverage is maintained.

**VII. Arrival/Operations**

- A. Upon arrival, the Battalion Chief will establish command and assume the role of Incident Command (IC) if it has not already been done.
- B. If Command has been established, the Battalion Chief shall report to the Command Post to do a face-to-face consultation with the IC and receive an operational assignment.

**VIII. Equipment**

- A. The Battalion Chief shall bring a minimum of the following to the Incident/Command Post:
  - 1. Command/Incident Action Sheet
  - 2. Portable Radio
  - 3. Structural Firefighting PPE

**IX. Training**

- A. To operate as Battalion Chief, fire line officers shall have successfully completed MFRI Fire Officer I.