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|  | Queen Anne's County Fire & EMS Commission Operations Manual | No: 05.05 |
| | In-County Fire/Rescue Transfer Policy | Effective Date: February 3, 2011 Revised Date: April 2, 2015 |

I. SCOPE

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

II. PURPOSE

- A. To ensure that during emergency incidents where fire suppression/rescue apparatus and personnel will be utilized for an extended period of time all affected stations are uniformly backfilled with sufficient coverage to adequately handle any further incidents within the affected area(s) of Queen Anne's County.

III. RESPONSIBILITY

- A. All personnel affiliated with a Queen Anne's County Fire Department will be responsible for ensuring strict adherence to this policy. The Department of Emergency Services Communications Division shall have the responsibility of initiating apparatus transfers.

IV. DEFINITIONS

1. Transfer Crew - personnel and apparatus available to fill other stations.
2. Standby Crew - personnel capable of staffing the remaining fire suppression/rescue apparatus within their station.

V. PROCEDURE

- A. Single Station Incidents
 1. During an incident where a single station is operating and its apparatus and personnel will be committed for an extended period of time, the Incident Commander may request a transfer company to fill their quarters. When requested, DES – Communications shall:

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a. Alert the effected station and announce:

“Station [affected station] being alerted to fill your quarters”

b. Dispatch the two closest appropriate companies for a transfer crew.

* Note - For the best interest of the County and each individual Department any station that has an engine out of service will not be dispatched for an engine transfer and the next appropriate station will be dispatched.

c. If after eight minutes there is no response, the next appropriate unit shall be dispatched utilizing CAD and the box area running assignment of the station being filled.

2. In the event that multiple units answer the transfer request then the closest, most appropriate unit(s) necessary to fulfill the transfer shall be assigned.
3. If after an additional eight minutes the transfer request is not fulfilled the Incident Commander shall be notified and have the discretion to continue or discontinue efforts to fill their quarters.
4. If the Incident Commander elects to continue, Queen Anne shall continue utilizing CAD and the box area running assignments until the transfer request has been filled.
5. The current DES dispatch and re-alert policy shall be utilized when dispatching units for apparatus transfers.
6. DES – Communications should consider the nature of the working incident and the type of units that are committed when selecting the most appropriate unit for transfer. Meaning, a fire suppression unit(s) should be considered when units are operating on a fire suppression incident. A rescue unit(s) should be considered when units are operating on a rescue incident, etc.

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B. Multi-Station Incidents

1. As soon as information confirming a working incident is received or once it is determined that an incident's operations will be prolonged where personnel and apparatus will be committed for an extended amount of time, DES – Communications shall:
 - a. Once the originating incident's running assignment has been fulfilled or if the Incident Commander advises that the units on the scene are sufficient and no further resources are necessary, the closest appropriate unit(s) shall then be dispatched for a transfer crew utilizing CAD and the box area running assignment of the open station(s).
 - b. Queen Anne will then initiate each individual stations pager and state the following:

“Battalion(s) [insert the battalion where the incident originates] personnel being alerted to fill your stations” and “Any station with a transfer crew contact Queen Anne”.
 - c. The current DES dispatch and re-alert policy shall be utilized when dispatching units for apparatus transfers.
2. Stations with a transfer crew or a standby crew shall contact DES – Communications by telephone informing them of such.
3. Apparatus available for a transfer, who were out of the station in an “on the air” status when the transfer request was broadcasted, may contact DES – Communications via radio for a station assignment, utilizing *Q Fire Dispatch*, informing them of such.
4. It shall be the DES – Communications Dispatch Supervisor's discretion as to the type of unit(s) to be transferred, the transfer unit's station assignment and in what order stations are to be filled ensuring the following:

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a. The first due station where the incident originates is filled with a minimum of one Engine.

b. The Battalion where the incident originates shall be covered with a minimum of one Engine, Aerial and Tanker, with a minimum total staffing of 10 personnel.

* Note - A Rescue should be used in place of the Tanker requirement when stations are being backfilled for a rescue incident.

c. Each station open/effected by the incident is filled with a minimum of one fire suppression apparatus.

d. If and when possible and practical every open station should be filled with an Engine, however this is not mandatory.

5. DES – Communications should consider the nature of the working incident and the type of units that are committed when selecting the most appropriate unit for transfer. Meaning, fire suppression units should be considered when units are operating on a fire suppression incident. Rescue units should be considered when units are operating on a rescue incident, etc.

C. Units committed in other jurisdictions

1. If In-County unit(s) are operating on an incident and/or filling transfer requests of jurisdictions outside of Queen Anne's County leaving their stations open, DES – Communications shall then follow this policy for guidance to backfill those stations.

William H. Faust, Chairman
Queen Anne's County Fire & EMS Commission