



# DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> <h2>410.03</h2>	
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Originating From	Issue Date	Revision Date	Attachments
<b>C.I.T.</b>	<b>7/25/1998</b>	<b>N/A</b>	<b>N/A</b>

**SUBJECT: Apparatus Transfers**

**APPLICABILITY: All Personnel**

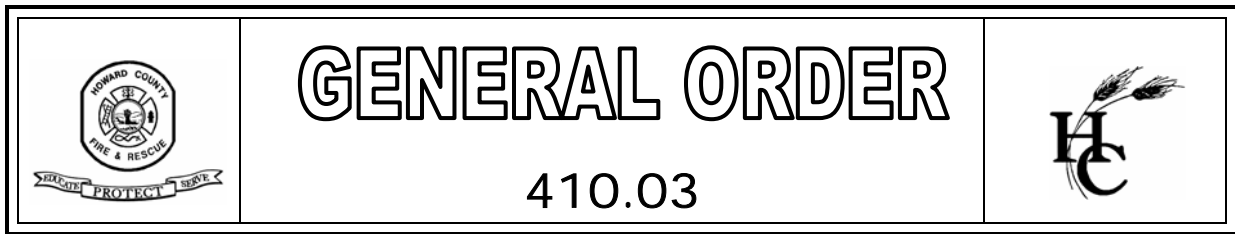
**POLICY:**

Utilization of personnel and apparatus during emergency incidents may necessitate the transfer of apparatus from one station to another. The goal of any transfer shall be to maximize emergency service coverage for the citizens of Howard County as resources are depleted.

1 GENERAL

- 1.1 The Howard County Police, Communications Division (Howard), will be responsible for monitoring the availability of resources and will notify the proper Howard County Department of Fire and Rescue Services (DFRS) officials when any of the conditions outlined in Section 2.0 or 3.0 exist.
- 1.2 Requests for in-county transfers are normally prompted by Howard and will include the recommended transfers.
- 1.3 All stations may be transferred to or from.
- 1.4 Double Pumper Stations - generally Stations 1, 2, 3, 4, 5, 6, and 8.
- 1.5 Single Pumper Stations - generally Stations 7, 9, 10, and 11.
- 1.6 Double Ambulance Stations - generally Stations 1, 2, 3, 6, 8, 9, and 10.
- 1.7 Single Ambulance Stations - generally 4, 5, 7, and 11.
- 1.8 Special Services - Towers, Trucks, Tankers, Quints, Squads, Emergency Support Vehicle (ESV), Special Operations
- 1.9 Apparatus response to transfers shall be non-emergency, unless a specific request from the Incident Commander (IC) or a Battalion Chief authorizes emergency response.
- 1.10 Stations alerted for transfer have 5 minutes to respond. If no response, Howard will dispatch the next due.

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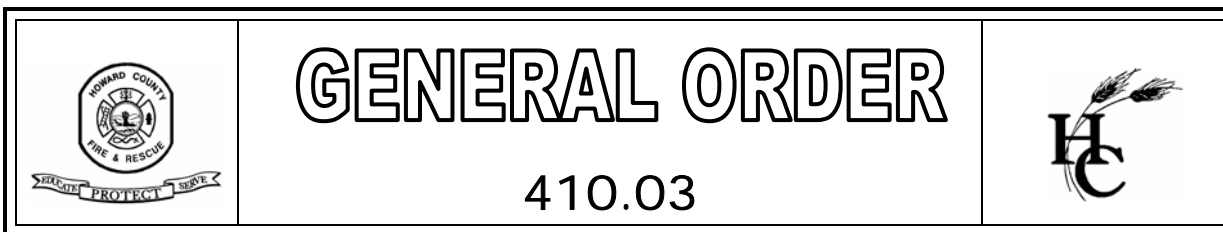
- 1.11 Apparatus transfers will be made from station to station so as to provide shelter and facilities for personnel and equipment. However, if the transfer is brief in duration apparatus may be sent to geographic locations. Geographic locations should be safe and secure and may include the parking lots of businesses and shopping centers, but will not include street side locations.
- 1.12 Situations requiring the approval/notification of a Battalion Chief will be handled as follows:
  - 1.12.1 Contact an on-duty Battalion Chief not committed to a significant incident. If unable to do so, then;
  - 1.12.2 Contact an on-call Battalion Chief.
- 1.13 Situations requiring the approval/notification of a Medical Duty Officer (MDO) will be handled as follows:
  - 1.13.1 Contact the on-duty MDO not committed to a significant incident. If unable to do so, then;
  - 1.13.2 Contact an on-duty Battalion Chief not committed to a significant incident. If unable to do so, then;
  - 1.13.3 Contact an on-call Battalion Chief.

## 2 PROCEDURE - IN-COUNTY TRANSFERS

### 2.1 Fire Apparatus – Pumpers

- 2.1.1 Pumper transfers will be initiated anytime apparatus is committed to an incident expected to last 45 minutes or longer, or per the request a battalion chief or incident officer in charge (OIC).
  - 2.1.1.1 Those stations with a reserve pumper in-quarters shall be alerted for staffing and given 5 minutes to advise communications that the pumper is staffed. If no response from the station, the station shall be considered vacant and filled as indicated in this policy.
  - 2.1.1.2 Single pumper stations will be filled as indicated in this policy.
- 2.1.2 Transfers will be initiated to fill all stations with a pumper. Generally, this will be obtainable during one alarm or equivalent incidents.
  - 2.1.2.1 If an incident has grown to two or more alarms, or there are multiple incidents occurring simultaneously, then the following preferences will be considered:
    - 2.1.2.1.1 Absolute Minimum: Stations 1, 2, 3 (pumper/tanker), 6, 7, and 11.

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2.1.2.1.2 The remaining stations shall be filled in the following order as pumpers become available: Stations 4 (pumper/tanker), 8, 10, 5, and 9.

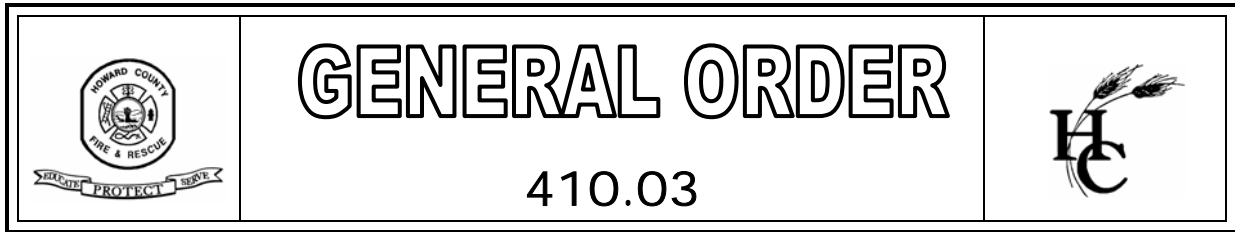
## 2.2 Fire Apparatus - Special Services

- 2.2.1 Special Service transfers will generally be limited to assuring there is at least one aerial apparatus - tower, ladder, quint - at either Station 7 or 10.
- 2.2.2 Other special services may be transferred within the County to maximize geographic coverage and event possibilities. They may only be transferred with the approval of a Battalion Chief.

## 2.3 Ambulances

- 2.3.1 Ambulances at area hospitals should be polled for their in-service time prior to initiating any transfers. This may negate a transfer.
- 2.3.2 A primary consideration in the relocation of ambulances shall be to maximize ALS coverage. This consideration is to meet the department's advanced life support (ALS) "at-patient-side" time standard.
- 2.3.3 Ambulance transfers will be considered when any three adjacent ambulances are committed on calls or unavailable and it is reasonable to assume this condition will last for more than 45 minutes.
  - 2.3.3.1 The first option will be to use ready reserve ambulances.
    - 2.3.3.1.1 Stations 1, 2, 3, 6, and 8, when housing a ready-reserve ambulance in-quarters, shall be alerted for staffing and given 5 minutes to advise Howard that the ambulance is staffed.
    - 2.3.3.1.2 The ready-reserve ambulances in Station 9 and 10 may be placed in-service after receiving approval of a battalion chief and staffing arranged.
    - 2.3.3.1.3 If the alerted ready-reserve does not respond, then the MDO will be advised and a decision made as to the need for an ambulance transfer.
  - 2.3.3.2 The second option will be to move an ALS Unit into the station. This may be either an engine or ambulance.
- 2.3.4 Absolute Minimum - Stations 3, 2, and 10. The absolute minimum should only be acceptable for period of less than 30 minutes.
- 2.3.5 The remaining stations shall be filled with consideration given to providing acceptable ALS coverage levels.
- 2.3.6 The MDO will be notified when ambulance transfers are made. The MDO may modify the transfers.

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### 3 PROCEDURE - OUT-OF-COUNTY TRANSFERS

#### 3.1 Fire Apparatus – Pumpers

- 3.1.1 Requests will be handled as received unless at absolute minimum. Exceptions must be approved by a battalion chief.
- 3.1.2 Affected station(s) filled per in-county procedure.

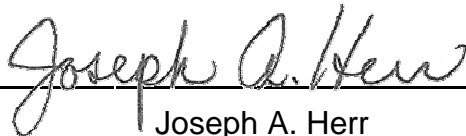
#### 3.2 Fire Apparatus - Special Services

- 3.2.1 All requests will be approved by a Battalion Chief.

#### 3.3 Ambulances

- 3.3.1 Requests will be handled as received unless at absolute minimum. Exceptions must be approved by a Battalion Chief.
- 3.3.2 Affected station(s) filled per in-county procedure.
- 3.3.3 The MDO will be notified of all ambulance transfers and may modify the transfers as necessary.

Approved:



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Joseph A. Herr  
Fire Chief