



GENERAL ORDER

GENERAL ORDER 500.05

Logistics After-Hours

BUREAU OF LOGISTICS

Issue Date: January 07, 2020

Revision Date: N/A

1 APPLICABILITY

2 All Personnel

3 POLICY

4 The Bureau of Logistics supports the Emergency Services Bureau (ESB) through its procurement
5 and coordination of resources, equipment, and supplies. The intent of this order is to outline
6 how ESB personnel can access these resources, equipment, and supplies outside of normal
7 business hours, on weekends and County holidays. Normal business hours for logistics
8 personnel are 0700hrs to 1700hrs Monday through Friday.

9 DEFINITIONS

10 ➤ None

11 PROCEDURES

12 GENERAL:

13 If the procedures outlined below do not provide a resolution to the after-hours needs of ESB,
14 the appropriate Bureau Captain may be contacted by an on-duty Battalion Chief. The Bureau of
15 Logistics has two allocated Captains positions; one (1) that supervises all facilities and one (1)
16 that supervises the ground support unit, quartermaster office, SCBA shop, and the oxygen
17 generation shop. The Captains of Logistics are the primary after-hours emergency point of
18 contact for their respective scope of work. The preferred method of contact is by cell phone.
19 The Captains will make contact with the appropriate Logistics Bureau Chief Officer, if need be.

20

21 FACILITIES:

22 If you have an after-hours emergent need regarding a County facility, the station officer will call
23 the communications supervisor desk at 410-313-2950. Ask the communications supervisor to
24 contact the on-call County Bureau of Facilities supervisor. Provide your name, location, call back
25 number and a description of the issue. The on-call County Bureau of Facilities supervisor will
26 call the number left in the message.

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30 **QUARTERMASTER:**

31 If supplies are needed from the Quartermaster office after-hours, personnel assigned to BC1,
32 BC2, EMS1, EMS2, EMS/BC3, and Safety 1 for the on-duty shift are the only personnel
33 authorized to enter the Quartermaster building after hours. If they do not have a personalized
34 security code for the alarm, they shall contact the supervisory Captain for the Quartermaster
35 prior to attempting to make entry. All supplies are inventoried and considered accountable
36 property; all inventory is audited by the County Administration. As such, all equipment,
37 supplies, and uniform items requisitioned from the Quartermaster office must be reported and
38 documented. Personnel shall complete a requisition form which is available both from the
39 Quartermaster office and intranet. The requesting party shall forward a copy of the requisition,
40 prior to the conclusion of the shift, to the supervisory Captain of the Quartermaster. That
41 Bureau of Logistics Captain shall notify the Quartermaster of the after-hours entry and
42 requisitioned inventory.

43

44 **SCBA:**

45 Each station has between 2 and 4 reserve SCBA and several extra cylinders. Each suppression
46 piece is stocked with 4 extra facepieces (1 small, 2 mediums, 1 large). If a station should need
47 additional equipment beyond what is stocked on the apparatus and in the station, the SCBA
48 shop has 16 SCBA, 30 cylinders, and 40 facepieces (10 small, 20 mediums, 10 larges) ready for
49 service. Company officers must justify and receive permission from their Battalion Chief to
50 access the equipment. Only Captains and above have access to the Annex building that houses
51 this equipment. A list of SCBA equipment removed from the Annex building with the associated
52 identification number shall be made and sent to firebashop@howardcountymd.gov and the
53 supervisory Captain of the SCBA shop.

54

55 **MEDICAL OXYGEN:**

56 Each station has a supply of reserve oxygen cylinders, with inventory varying from station to
57 station. Should a company run out of oxygen, the station officer will notify the EMS officer of
58 their need. Captains and above have access to the Annex building that houses this equipment.
59 If oxygen supplies are requisitioned, the supervisory Captain of the oxygen generation shop
60 shall be notified and provided the number of the requisitioned cylinder, as well as the cylinder
61 ID number.

62

63 A GoCanvas request for oxygen will always be entered regardless of how the emergency need
64 was resolved.

65

66 **FLEET:**

67 The Ground Support Unit (GSU) maintains an inventory of equipment that may be loaned out to
68 ensure operational readiness. Should an emergent need occur after hours, company officers
69 shall notify the supervisory Captain of the Ground Support Unit or designee of this need and
70 coordinate the requisition of this equipment.

71

72 Should an emergency vehicle go out of service due to a mechanical issue after hours, the
73 company officer, in collaboration with the on-duty Battalion Chief, will determine the best
74 course of action. Typically, this will be changing over to a reserve piece of apparatus.



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75 While there is not a Central Fleet on-call mechanics program, at times depending on the
76 situation and type of repair, a mechanic may be able to be called in to support the ESB. This
77 may be considered if it is believed that the issue causing the unit to be placed out of service
78 could be repaired in a reasonable amount of time and in turn increase available in-service time,
79 as compared to the changeover out of service time. The on-duty Battalion Chief will contact the
80 supervisory Captain of the Ground Support Unit with any requests to call in a mechanic. If the
81 supervisory Captain concurs that an attempt at a mechanic call-in is warranted for the situation,
82 the Captain will coordinate this through the Logistics Battalion Chief and Ridge Road Fire Shop
83 (RRFS) supervisor. Company officers must understand this is not a guarantee, but an option for
84 the Department if a mechanic is available. At no time should personnel contact the RRFS
85 supervisor or a mechanic after hours directly. If the supervisory Captain cannot be reached
86 within a half hour of the first attempt to contact, the Logistics Battalion Chief may be contacted
87 by the on-duty Battalion Chief.

88
89 After-hours emergency tire repair and towing services is available. The contact information is
90 available on the Logistics Bureau page:

91 https://hcdfrssizeup.howardcountymd.gov/?page_id=7074&page_id=7074

92 REFERENCES

- 93 • None

94 SUMMARY OF DOCUMENT CHANGES

95 New General Order

96 FORMS/ATTACHMENTS

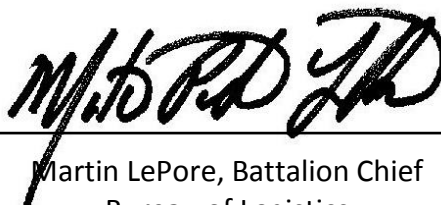
- 97 • None

98 APPROVED

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