

DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>SPECIAL ORDER</h1>	
<h2>2008.038</h2>		

Originating From <b>Technology &amp; Communications</b>	Issue Date <b>5/29/2008</b>	Expiration Date <b>N/A</b>	Attachments <b>N/A</b>
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**SUBJECT: Handling Station 20 (JHAPL) Incidents in FireRMS**  
**APPLICABILITY: All FireRMS Users – Special Attention Station 11**

Due to our data reporting Fire RMS requirements, there is a unique situation presented by the Johns Hopkins Applied Physics Laboratory (JHAPL) operating within Howard County. JHAPL property is defined as properties and buildings located at 11000 Johns Hopkins Road and buildings on Montpelier Rd. that are occupied by JHAPL and whose telephone system directs emergency 911 calls to JHAPL. The JHAPL has its own Fire Department, designated in our FireRMS as Station 20.

When completing RMS reports involving calls on the property of JHAPL and/or involving their fire department, please use the following guidelines until further notice:

- 1 For calls **ON** JHAPL property where only station 20 responds.
  - 1.1 Change the station field to 20 on the basic-incident page of FireRMS
  - 1.2 code mutual-aid NONE
  - 1.3 no other action need be taken
  
- 2 Calls **ON** JHAPL property where HCDFRS units respond.
  - 2.1 Fill out the incident report fully in FireRMS.
  - 2.2 Code Mutual Aid as NONE. This is very important.
  - 2.3 Do not change the station field to 20. It should indicate station 11.
  
- 3 Calls **OFF** JHAPL property where **ONLY** station 20 responds
  - 3.1 Fill out the incident report fully in FireRMS
  - 3.2 Select incident type and action taken based on radio transmissions or the CAD narrative or call station 20 to determine the correct entries.
  - 3.3 code mutual aid as 2-automatic aid received from “Johns Hopkins APL.”
  - 3.4 do NOT change station to 20

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- 4 Calls **OFF** JHAPL property where station 20 and HCDFRS units respond
  - 4.1 fill out the incident report completely
  - 4.2 code mutual-aid as 2-automatic aid received from "Johns Hopkins APL."
  - 4.3 do not change the station to 20
  
- 5 Personnel for station 20 units cannot be entered because we do not have records for JHAPL Fire Department personnel in FireRMS.

Approved:

A handwritten signature in cursive script that reads "Joseph A. Herr".

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Joseph A. Herr  
Fire Chief