
S.O.P. #: 400-20

SUBJECT: COMPANY RELOCATION AND STAND-BY POLICY

DIVISION: EMERGENCY OPERATIONS

Objective: To provide the best fire, rescue and EMS protection coverage for all areas of the County during commonly occurring situations, while involving as few stations as possible, in any given situation. It accepts the impossibility of prescribing for every possible contingency, and aims at providing a reasonable, practical solution for for these situations.

Section 1: Terminology

- A. Covered: A station shall be considered to be COVERED whenever:
1. An engine or truck, driver, qualified officer, and qualified crew are present on the premises of the station, ready for assignment.
 2. A designated adjoining station is on STAND-BY.
 3. A station has not responded to an incident, and is available for call. (Volunteer stations through radio-siren control).
- B. Uncovered: A station shall be considered UNCOVERED whenever any one of the three (3) above situations are not met.
- C. Relocation: Movement of apparatus from one (1) station to another for the purpose of covering that station shall be considered a RELOCATION, when the engine is staffed by a driver, qualified officer, and qualified crew.
- D. Stand-by: In certain designated circumstances, two (2) stations may be covered by one (1) engine, staffed with a driver, qualified officer, and qualified crew, present on the premises of the station. An engine RELOCATED into one (1) of the stations shall be on STAND-BY for both stations of a designated pair.
- E. The Division/Battalion Commander may modify this policy at their discretion.

Section 2: Relocation of Baltimore County Suppression Apparatus to Baltimore City Fire Stations

- A. Baltimore County Stations 1, 4, 6, and 7 have 2nd alarm keys that provide access to the house keys for Baltimore City Fire Stations. These keys shall be secured with a numbered break-a-way tag near the station console. The old/new tag numbers shall be recorded in the station journal and the NFIRS report when the key is used.
- B. Baltimore County suppression equipment will relocate to Baltimore City Stations 4, 27, 30, and 41.
- Station 4 - 1201 E. Coldspring Lane
 - Station 27- 4315 Mannasota Avenue
 - Station 30- 3220 Frederick Avenue
 - Station 41- 520 S. Conkling Street
- C. Companies relocating to Baltimore City other than Baltimore County Stations 1, 4, 6, and 7 shall obtain the 2nd alarm key if practical.

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- D. Baltimore City Stations 4, 27, 30, and 41 have a Baltimore City map book and a Hydra-Shield wrench available in a prominent location at the watch desk.
- E. Alternate Baltimore City Stations may be filled as needs change.

BALTIMORE COUNTY FIRE DEPARTMENT



Interoffice Correspondence

Date: April 13, 2002
To: All Stations
From: Stephen R. Miller, Battalion Chief
Subject: Mutual Aid Transfers to Baltimore City


Baltimore City Fire Department has instituted a transfer policy, MOP 609, which will be affecting Baltimore County, SOP 400-20. The policy designates Stations 1, 4, 6, and 7 as the primary fill-in companies for Baltimore City Stations 4, 27, 30 and 41. Baltimore City will relocate the engine assigned to these stations, thus allowing Baltimore County to transfer.

Baltimore City has supplied four 2nd alarm keys, which provide access to the house key. These keys will be assigned to Stations 1, 4, 6, and 7 and will be secured with a numbered break a-way band near the station console. The number of the band shall be recorded in the station journal with documentation of numbers (old and new) being recorded in the ledger and NFIRS report. Replacement bands are available from the EMS Supervisor. If a company, other than those assigned keys, transfers to Baltimore City they shall attempt to obtain the 2nd alarm key. Baltimore City has placed a map book and a Hydra-Shield wrench in a prominent location in the watch rooms of these four city stations. Baltimore County will have the capability to communicate with Baltimore City via our 800 MHz system in the very near future.

The frequency of transfers to Baltimore City is rare; thus we may need to reevaluate the location and procedures for the 2nd alarm keys. With the many variables that affect emergency operations, this is one solution to the dynamic situation.

Attachment – Baltimore City Fire Department MOP 609

- c. John J. Hohman, Fire Chief
- Mark E. Weir, Sr., Assistant Chief
- Division Chiefs 1-5
- Battalion Chiefs 1,11,2,22,3,33
- Support Services

 <p>MANUAL OF PROCEDURE POLICY</p>	MOP 609
	SECTION EMERGENCY SERVICES
	SUBJECT MUTUAL AID

POLICY

The Baltimore City Fire Department has Mutual Aid Agreements with the following participating jurisdictions:

- Baltimore County
- Anne Arundel County
- Howard County
- Carroll County
- Harford County
- Annapolis City
- Baltimore Washington International Airport

In the event participating Mutual Aid jurisdictions require additional fire fighting or emergency assistance above and beyond that which can be provided from their own resources, such assistance will be rendered upon request of the Chief or other Officer in Charge of the Fire Department of the subdivision involved.

If a fire or emergency exists in Baltimore City that warrants the need for additional fire apparatus, other emergency equipment and/or manpower, the Chief of Fire Department or, in his absence, the Officer in Charge of Operations will call the Chief or Officer in Charge of the agreeing fire departments and request such assistance as he deems necessary for proficient fire operations or adequate protection.


All Mutual Aid units should be promptly relieved as soon as the Fire Department can resume normal operations.

BALTIMORE CITY RECEIVING AID FROM BALTIMORE COUNTY:

When Mutual Aid is activated, Baltimore County units will be transferred to the following stations:

- | | |
|-------------|-------------|
| Engine # 4 | Engine # 30 |
| Engine # 41 | Engine # 27 |

If City units are located in the above-mentioned stations, the City units will be transferred to other stations.

 <p>MANUAL OF PROCEDURE</p> <p>POLICY</p> <p>1797</p>	MOP 609
	SECTION EMERGENCY SERVICES
	SUBJECT MUTUAL AID

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All Mutual Aid units should be promptly relieved as soon as the Fire Department can resume normal operations.

BALTIMORE CITY RECEIVING AID FROM BALTIMORE COUNTY:

When Mutual Aid is activated, Baltimore County units will be transferred to the following stations:

Engine # 4
Engine # 41

Engine # 30
Engine # 27

If City units are located in the above-mentioned stations, the City units will be transferred to other stations.

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EMERGENCY SERVICES	MUTUAL AID

Baltimore County will notify Baltimore City Fire Communications Dispatch Center which units are being transferred. In most cases units from Towson, Catonsville, Dundalk and Essex Stations will be transferred. These four stations are supplied with second alarm keys so they may gain access to Baltimore City fire stations.

Each designated Baltimore City transfer station will store a Hydra-Shield wrench and a Map Book in a prominent location, clearly marked, at the watch desk area, for use by Baltimore County Units. Unit Commanders of these stations will insure that house keys are located in the key boxes mounted in front of stations.

BALTIMORE CITY RECEIVING AID FROM ANNE ARUNDEL COUNTY:

When Mutual Aid is activated, Anne Arundel County units will be transferred to the following stations:

- | | |
|-------------|-------------|
| Engine # 35 | Engine # 58 |
| Engine # 47 | Engine # 55 |

If City units are located in the above-mentioned stations, the City units will be transferred to other stations.

Hydra-Shield wrenches, second alarm keys and City map books are stored at Anne Arundel County Station 31. Anne Arundel County units will stop at Station 31 and pick up one set of second alarm keys, one Hydra-Shield wrench and one City map book before continuing on to the designated Mutual Aid transfer station in Baltimore City.

PARTICIPATING MUTUAL AID JURISDICTIONS REQUESTING AID FROM BALTIMORE CITY

Upon receipt of a request for additional fire apparatus, other emergency equipment and/or manpower from Baltimore City by one of the above jurisdictions, the Chief of Fire Department or, in his absence, the Officer in Charge of Operations will comply with the request and dispatch such equipment requested, provided the fire protection of the City is not unduly jeopardized.

Baltimore City Fire Department apparatus is not to be used as a road block during emergency operations, even if requested by a law enforcement agency. However companies will deploy assigned traffic cones.

Baltimore City units responding on a Mutual Aid call will render any service requested by the outside jurisdiction's officer in Charge.

To gain entry at Baltimore County Stations, City units upon arrival, shall request Baltimore County Dispatch to activate station door opener.

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WRITTEN REPORTS - MUTUAL AID

Written reports will be forwarded through normal channels, as per existing procedure. If a code violation is noted while on mutual aid assignment collect necessary information - name of owner, name of occupant, address, type of violation etc - and forward via Special Report to the Office of the Fire Marshal upon return to city station.