

---

S.O.P. #: 300-10

SUBJECT: COMPANY TRANSFER AND STAND-BY POLICY

DIVISION: COMMUNICATIONS DIVISION

---

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

Section 1: Terminology

A. Covered: A station shall be considered to be COVERED whenever:

1. An engine, driver, Officer or Acting Officer, and two other qualified firefighters 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 under radio-pager-siren control).

B. Uncovered: A station shall be considered UNCOVERED whenever none of the three (3) above situations are in effect.

C. Relocation (Transfer): Movement of apparatus from one (1) station to another for the purpose of covering that station shall be considered a TRANSFER, when the engine is manned by a driver, Officer or Acting Officer, and qualified firefighters.

D. Stand-by: In certain designated circumstances, two (2) stations may be covered by one (1) engine, manned with a driver, Officer or Acting Officer, and qualified firefighters, present on the premises of the station. An engine TRANSFERRED into one (1) of the stations shall be on STAND-BY for both stations of a designated pair.

Section 2: Implementation of Coverage

A. The ADO, in coordination with the on-duty DC, is responsible for formulating coverage plans in the event of major incidents as well as meeting daily operational needs. The declaration of a 'working fire' or greater alarm should be a key indicator that transfer and stand-by details are warranted.

B. Transfers and standbys shall be performed so as to strategically locate resources around the county.

C. In hydrant districts, one major piece per station is all that is necessary to be considered covered.

D. Non-hydrant districts require water-carrying apparatus with either an engine or tank truck crew.

E. EMS Duty Officers may request transfers within their district. The ADO is to consider the overall County picture prior to meeting their request. The EMS Shift Commander should also be consulted when re-directing EMS transfers.

F. Mutual/Automatic Aid partners may be considered for transfer/standby assistance.

S.O.P. #: 300-10

SUBJECT: COMPANY TRANSFER AND STAND-BY POLICY

---

- G. Stations standing by for another station will be placed in running order by the location to which they are physically housed.
- H. Incident Commanders are to place units in service at location or returning as soon as safely possible, to avoid unnecessary standbys and transfers.
- I. After a reasonable amount of time, and the Incident Commander has not notified dispatch of the need for fill-ins, the Dispatcher shall inquire about the need for standbys/transfers and notify the ADO.

Section 3: Types of Units Transferred

Apparatus will be transferred to meet the operational needs of the department, regardless of type of unit.

Section 4: Utilization of Units and Personnel

All units and personnel available will be employed as needed.

- A. Volunteer companies will, normally, be called for transfer when they have two (2) engines available for service. Single engine companies may be part of the transfer policy, i.e. Station 31.
- B. Career companies can transfer to volunteer stations when excessive time and travel may be required by other volunteer apparatus.

Example: Engine 4 may transfer to Station 35 instead of alerting Station 32.

- C. Non-Baltimore County Units will be employed only if they meet the minimum requirements in the by-laws of the Baltimore County Volunteer Firemen's Association as to apparatus standards and inspections, and personnel training, and are staffed with a driver, Officer or Acting Officer, and two (2) other qualified firefighters.
- D. Transferring: Apparatus will not be considered in-service until it is staffed by a driver, Officer or Acting Officer, and two (2) other qualified firefighters who may be assigned to it from any station.

E. Company Stand-by list

- a. Sta. 1 can standby for Sta. 30
- b. Sta. 2 can standby for Sta. 32
- c. Sta. 3 can standby for Sta. 33
- d. Sta. 5 can standby for one of the following at a time, Sta. 35, 34 and 36
- e. Sta. 6 can standby for Sta. 27
- f. Sta. 9 can standby for Sta. 57 or Sta. 26
- g. Sta. 16 can standby for Sta. 28
- h. Sta. 17 can standby for Sta. 39
- i. Sta. 18 can standby for Sta. 46
- j. Sta. 19 can standby for Sta. 31

S.O.P. #: 300-10

SUBJECT: COMPANY TRANSFER AND STAND-BY POLICY

---

- k. Sta. 23 can standby for Sta. 24 or 25
- l. Sta. 24 can standby for Sta. 23 or 25
- m. Sta. 25 can standby for Sta. 23 or 24
- n. Sta. 26 can standby for Sta.9 or Sta. 56
- o. Sta. 27 can standby for Sta. 6
- p. Sta. 28 can standby for Sta. 16
- q. Sta. 30 can standby for Sta. 1
- r. Sta. 31 can standby for Sta.19
- s. Sta. 32 can standby for Sta. 2
- t. Sta. 33 can standby for Sta. 3
- u. Sta. 34 can standby for Sta. 5, 35 and 36
- v. Sta. 35 can standby for Sta. 5, 34 and 36
- w. Sta. 36 can standby for Sta. 5, 34 and 37
- x. Sta. 37 can standby for Sta. 36
- y. Sta. 39 can standby for Sta. 17
- z. Sta. 40 can standby for Sta. 41 and 56
- aa. Sta. 41 can standby for Sta. 40 and 56
- bb. Sta. 42 can standby for Sta. 43
- cc. Sta. 43 can standby for Sta. 42
- dd. Sta. 44 can standby for Sta. 60
- ee. Sta. 46 can standby for Sta. 18
- ff. Sta. 56 can standby for Sta. 41 or 40
- gg. Sta. 57 can standby for Sta. 6 or 9
- hh. Sta. 60 can standby for Sta. 44

There may also be times, at the discretion of the ADO, where Baltimore City units may be used to fill in stations in Baltimore County.