	Queen Anne's County Fire & EMS Commission Operations Manual	No. 05.04
	Anne Arundel County Fire/Rescue Transfer Policy	Effective Date: November 4, 2010 Revised Date: April 2, 2015

I. SCOPE

- A. This policy applies to all Queen Anne's County fire service personnel.

II. PURPOSE

- A. To establish a guideline for Fire/Rescue apparatus transfers to Anne Arundel County, MD.

III. RESPONSIBILITY

- A. All personnel affiliated with a Queen Anne's County Fire Department will be responsible for ensuring strict adherence to this policy. The Department of Emergency Services Communications shall have the responsibility of initiating apparatus transfers.

IV. PROCEDURE

- A. Request for a single unit:


- 1. The closest available requested unit shall be dispatched.

* Note - For the best interest of the County and each individual Department any station that has an engine out of service will not be dispatched for an engine transfer and the next appropriate station will be dispatched.

- B. Requests for multiple units:

- 1. Queen Anne will dispatch the four closest appropriate companies based on the nature of the request. Those four companies are stations 1, 2, 9 and 3.
- 2. If after eight minutes there is no response or the request has not been fulfilled, Queen Anne will then alert stations 4, 5, 6 and 7 and announce the following:

“Any station with a transfer crew contact Queen Anne”

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3. If after an additional eight minutes the transfer request(s) have not been met then the requesting jurisdiction shall be notified that Queen Anne's County units are unable to fulfill their requests.

C. If more than the required number of units answer the transfer request then the closest, most appropriate unit(s) to the Anne Arundel County border shall be assigned the transfer.

D. No more than one unit per station shall be dispatched for the transfer request. However, any station dispatched for the transfer may send more than one unit at the discretion of their respective Fire Chief.

E. Maximum total number of units:

1. In order to prevent depletion of Queen Anne's County resources, the following is the maximum number units, per unit type, to transfer to Anne Arundel County:

- a. Engine: 9
- b. Aerial: 1
- c. Tanker: 2
- d. Rescue: 1
- e. Brush: 3

William H. Faust, Chairman
Queen Anne's County Fire & Commission