

	Queen Anne's County Fire & EMS Commission Operations Manual	No. 05.03
		Effective Date: September 6, 2012
	Slot Box Assignments	Revised Date:

I. SCOPE

- A. This policy applies to all Queen Anne's County Fire Service personnel. All personnel shall be responsible for ensuring strict adherence to this policy.

II. PURPOSE

- A. The purpose of this policy is to ensure for the most expeditious response to emergencies on the divided highways within Queen Anne's County. The intent of this policy is to send a unit from a company who will respond from a direction opposite of the first due response jurisdiction's response route, which will adequately cover the incident in both directions of a divided highway.

III. RESPONSIBILITY

- A. Fire & EMS Service
 - 1. Each Fire Chief shall be responsible for identifying which Highway Box areas within their respective fire service response jurisdiction require a slot response.
- B. Department of Emergency Services – Communications Division (DES-Communications)
 - 1. DES-Communications shall have the responsibility for dispatching the appropriate units based on the location, nature of the emergency and established running assignments.

IV. PROCEDURES

- A. This policy applies to all single company alerts, which include the following incident types:

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1. Medical Box Assignments
2. Medical Local Box Assignments
3. Local Box Assignments
4. Rescue Local Box Assignments

a. All other incident types shall not require a slot response.

B. Communications

1. Once a call for service on a divided highway has been reported, along with the assigned response from the first due station DES-Communications shall, based on established running assignments, dispatch one (1) Engine from the second due station for any single company alert.
 - a. A response equal to the dispatched incident type shall be requested from the Anne Arundel County Fire Department for incidents on either span of the Chesapeake Bay Bridge.
2. Slot Box assignments shall only be dispatched for Highway Box areas identified by the Fire Chief, or their representative, of the first due response jurisdiction.
3. DES-Communications personnel shall follow established procedures for dispatching and re-alerting apparatus and personnel.
4. If at the eight minute post-dispatch time mark a unit from the second due company fails to respond, DES-Communications shall then consult with the highest ranking member from the first due response jurisdiction for direction.
5. If at the eight minute post-dispatch time mark all units from the first due company fail to respond, DES-Communications shall then consult with the highest ranking member from the second due company for direction.

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6. If at the eight minute time mark no unit from the Volunteer Service responds to the incident then DES-Communications shall follow the established dispatch procedures to fill the running assignment with only the third due company.
7. DES-Communications shall continue to fill the assignment with one company at a time, using established dispatching procedures, until any fire service unit arrives on the scene and determines what resources are necessary to mitigate the incident.

C. Operations

1. Units responding from the first due company shall use the quickest and most direct route possible to arrive at the scene.
2. With the exception of DES-EMS units, apparatus responding from the stations other than the first due company shall use the quickest and most direct route possible, ensuring that their response is from the direction opposite of the first due company.
3. An Engine shall be dispatched from the second due company (or greater) for incidents which meet the Slot Box Assignment criteria. However, companies dispatched may respond with the most appropriate unit based on the nature of the incident.

D. Policy Suspension

1. This policy shall be suspended each year during the annual Maryland State Fireman's Convention.

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