



Carroll County Department of Fire & EMS

Standard Operating Procedure: 4.07	Effective Date: 09/30/2023
Subject: Minimum Personnel Requirements	Section: Fire Rescue Operations
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

To identify the minimum staffing levels for specific dispatched assignments within Carroll County, Maryland based upon the needs of each incident type. The result of these staffing levels shall be a limitation of excessive unit responses for specific incident types.

II. DEFINITIONS:

Box Alarm: Incident deployment requiring multiple resources in either hydrant or non-hydrant areas. This is typically for a structure fire and allows sufficient staffing to accomplish the primary strategies of the incident for: (RECEO-VS) as well as incident support.

Structure Alarm: An incident of lesser complexity than a box alarm where multiple resources are in an investigative or mitigation mode that results in a quick resolution to an incident without further escalation of resources.

Medical Alarm: an incident requiring utilization of EMS and/or fire resources to provide expedient and comprehensive patient care at an ALS or BLS level.

Local Alarm: An incident requiring a single unit response(Engine) which is deemed adequate to mitigate a specific situation.

Routine Service Alarm: A non-emergent incident that provides assistance to citizens, coverage for Fire/EMS stations or evaluates and resolves a specific hazard.

III. PROCEDURES

A. **Box Alarms**

1. The following call types require a minimum of 28 personnel to respond (Hydrant):
 - a. House fire

- b. House Fire W/ Rescue
 - c. Barn
 - d. Trailer Fire
2. The following call types require a minimum of 31 personnel to respond (Non-Hydrant):
 - a. House Fire
 - b. House fire W/ Rescue
 - c. Barn
 - d. Trailer Fire
 3. The following call types require a minimum of 34 personnel to respond (Hydrant):
 - a. Building fire
 - b. Building fire w/ Rescue
 - c. Building fire with HAZMAT
 - d. Building fire with High Life Hazard
 - e. Building fire with High Life Hazard and Hazmat
 4. The following call types require a minimum of 37 personnel to respond (Non-Hydrant):
 - a. Box Alarm
 - b. Building fire
 - c. Building fire w/ Rescue
 - d. Building fire with HAZMAT
 - e. Building fire with High Life Hazard
 - f. Building fire with High Life Hazard and Hazmat
 5. All dispatched apparatus **must** respond to the incident.
 6. If the personnel number is below the required number, but all apparatus has responded; ECC will alert the next closest engine(s) to make up staffing.
 7. If apparatus responds short and the minimum number of personnel is met, ECC will notify the responding officer in this order:
 - a. First Due Company Chief/Duty Officer
 - b. First Due Company Suppression Piece
 - c. Volunteer Battalion Chief
 - d. OPS101

Example: Box Alarm 12-3, E123, HE31, HE131, E134, and Tower 12 have 4. E141 responds with 3, Medic 128, EMS103 and OPS101 are also responding. This is a total of 28 personnel. Chief 12 is responding the incident. ECC will announce on the operating talk group “Carroll to Chief 12, your assignment is complete with 28 personnel with Engine 141 responding with 3.”

B. Structure Alarms

1. The following call types require a minimum of 12 personnel to respond:
 - a. Gas leak in a commercial structure
 - b. Odor of smoke
 - c. Structure Alarm
 - d. Chimney Fire
 - e. Appliance Fire
 - f. Electrical Fire
 - g. Fire involving exposures

- h. Small Building Fire
 - i. Odor of electrical burning
 - j. Lightning Strike
 - k. Fire Reported Out
2. All dispatched apparatus must respond to the incident.
 3. If the personnel number is below the required number, but all apparatus has responded; ECC will alert the next closest engine(s) to make up staffing.
 4. If apparatus responds short and the minimum number of personnel is met, ECC will notify the responding officer in this order:
 - a. First Due Company Chief/Duty Officer
 - b. First Due Company Suppression Piece
 - c. Volunteer Battalion Chief
 - d. OPS101

C. Medical Alarms

1. The following call type requires 5 personnel:
 - a. Cardiac Arrest
2. If the personnel number is below the required number, but all apparatus has responded; ECC will alert the next closest support piece to make up staffing.

D. Local Alarms

1. Typical assignment is at least one engine company.
2. Local Alarms will consist of the following call types:
 - a. Fire Alarms (Residential and Commercial)
 - b. Brush Fire
 - c. Inside Gas Leak
 - d. Outside Gas Leak
 - e. Emergency Lock Out
 - f. Vehicle Fire
 - g. Large Vehicle Fire
 - h. Outside Fire
 - i. Woods Fire
 - j. Farm Machinery Fire
 - k. Field Fire
 - l. Trash Fire
 - m. Unknown Odor
3. Dispatched apparatus must respond to the incident.
 - a. If a station responds with a vehicle other than what is dispatched, ECC will query with responding units in this order if they need to be replaced or backed up:
 1. First Due Company Chief/Duty Officer/Company Officer
 2. First Due Company Apparatus that is responding

E. Routine Service Alarms

1. Typical assignment is at least one unit from a station.
2. Routine Service Alarms consist of the following call types
 - a. Patient Assist
 - b. Smoke Investigation

- c. Small Fuel Spill
 - d. Transfer
 - e. CO Detector Activation
 - f. Elevator Rescue W/ No Injuries
 - g. Flooding Condition
 - h. Illegal Open Burning
 - i. Odor of Fuel
 - j. Wires Down
3. ECC Supervisor will judge if responding apparatus is able to handle incident and advise responding units of additional information.
 4. ECC Supervisor in conjunction with responding apparatus will replace apparatus as necessary.
- F. Units alerted to replace undermanned or failed units will be cancelled if they have not responded at the time the initial response is filled.
1. If they are already responding, ECC will not cancel units on fire calls until advised by command.
 2. ECC will advise the Incident Commander or first unit officer of what has been alerted and what is responding above the initial assignment. Cancellations, if any, are determined by those field personnel. If no unit is on scene ECC will notify the responding officers in this order:
 - a. First Due Company Chief/Duty Officer
 - b. First Due Company Suppression Piece
 - c. Volunteer Battalion Chief
 - d. OPS101
 3. This does not apply to units assigned as part of a pre-emptive supplement on the initial assignment. Example: If an engine is assigned to supplement an understaffed out of county unit on the initial dispatch, that unit will be canceled if the understaffed unit responds with proper staffing

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Minimum Personnel Requirements policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.