

PROCEDURE MANUAL

MABAS Division 111

SUBJECT: **Change of Quarters**

NUMBER: **1.00**

EFFECTIVE: **TBD**

- I. PURPOSE: The purpose of this procedure is to provide a procedure for vehicles involved in “Change of Quarters”.
- II. PROCEDURE:
 - A) **Vehicle Responding to Change of Quarters**
 1. You will go En-route on IFERN stating “MABAS Division 111 **Agency Name, Type of Apparatus**, en-route to change of quarters.”
 - B) **“Call for Service” for Change of Quarters Unit While En-route**
 1. Call for Service will be dispatched over paging frequency.
 2. Local Department PSAP (Public Safety Answering Point) will contact Change of Quarters unit on IFERN, advising them that they have a “Call for Service” with the address.
 3. If Change of Quarters unit that has local PSAP Dispatch Channel, they will be advised to switch over, and all other communications will be there.
 4. For Change of Quarters units that does not have access to local PSAP Dispatch Channel, a contact phone number will be provided to the Responding Unit. (If phone is available, all other communications with local PSAP will be made by phone.)
 5. Local PSAP will contact Washington County advising them they have a Call for Service for Change of Quarters unit and next Change of Quarters unit will need to be dispatched.
 6. If possible local _____ will respond with Change of Quarters unit.
 - a. Local FD Unit
 - b. Local Police or Sheriff Unit
 7. When incident is completed the Change of Quarters unit will return to their station. (Not requesting department station.)
 8. You will “Return to Station” on IFERN stating “MABAS Division 111 **Agency Name, Type of Apparatus**, returning to station.”
 9. “Back in Quarters” will be advised on Change of Quarters units local PSAP channel.
 - C) **On Scene at Change of Quarters**
 1. You will go On Scene on IFERN stating “MABAS Division 111 **Agency Name, Type of Apparatus**, at change of quarters.”

This Policy & Procedure supersedes all previous written directives on the related subject matter.

2. On scene you will be directed by local fire department representative on parking, responding procedures, and general information about the amenities.
3. If local fire department representative is not on scene access will be gained via the MABAS Knox Box.
4. A welcome sheet with other pertinent information will be posted just inside the access door.
5. In the area of the Fire Department duty office a Pager and/or Portable Radio should be supplied, set to the appropriate frequency for getting pages and communicating with local PSAP.

D) Responding to Call for Service While in Change of Quarters

1. When requested for a Call for Service while in Change of Quarters you will acknowledge on local PSAP frequency. Stating “**Agency Name, Type of Apparatus**, acknowledge the call at _____.”
2. Local PSAP will contact Washington County advising them they have a Call for Service for Change of Quarters unit and next Change of Quarters unit will need to be dispatched.
3. If local fire department representative is present he may escort or lead you to the address.
4. All radio communications will be on local PSAP frequency.
 - a. When requested for a Call for Service while in Change of Quarters you will go en-route on local PSAP frequency. Stating “**Agency Name, Type of Apparatus**, en-route to _.”
 - b. You will go On Scene on local PSAP frequency stating “**Agency Name, Type of Apparatus**, arrived at_____.”
 - c. When incident is completed the Change of Quarters unit will return to their station. (Not requesting department station.)
 - d. You will “Return to Station” on IFERN stating “MABAS Division 111 **Agency Name, Type of Apparatus**, returning to station.”
 - e. “Back in Quarters” will be advised on Change of Quarters units local PSAP channel.

E) Being Released from Change of Quarters

1. When incident is completed the Change of Quarters unit will return to their station. (Not requesting department station.)
2. .You will “Return to Station” on IFERN stating “MABAS Division 111 **Agency Name, Type of Apparatus**, returning to station.”
3. “Back in Quarters” will be advised on Change of Quarters units local PSAP channel.