

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 103: Personnel
Subject 103.06: Staffing - Recall of Personnel
Supersedes:



Approved By:

Date: December 1, 2005

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PURPOSE:

To establish guidelines to assure the manning of emergency equipment during unforeseen circumstances, such as, inclement weather, power outages, declaration of a state of emergency or other events.

RESPONSIBILITY:

The Fire Chief, or his designee, shall allow and order into use, manning at any fire department facility to preserve life and property of the citizens. Each member shall be familiar with these provisions, understand their role and responsibilities in manning of facilities during incidents, events or recalls.

PROCEDURES:

When a determination is made that a situation, circumstance or event requires personnel, stations and/or other fire department facilities to be manned, the determination will be made based upon information provided by, but not limited to the National Weather Service, Miami Valley Emergency Management Authority, local Executive Declaration, an EOC, Montgomery County, or the State of Ohio.

Prior to issuance of a personnel recall, the following shall occur:

- Determine what personnel resources are needed.
- Determine what stations and apparatus will be manned.
- Determine need for and initiate additional staffing of Fire Alarms Office

The Fire Alarms Office will be notified and the appropriate dispatch will send a radio transmission and/or paging, requesting units for standby at stations including assigned duty crews.

Staffing of the stations will be dependent upon circumstances. Each stations highest-ranking officer shall coordinate staffing by phone. Staffing of the stations will be maintained as long as necessary or as long as the situation warrants. Since staffing maybe required for an extended period of time, relief of members must be considered. The shift commanders will make up relief rosters and assure there are sufficient supplies during the emergency.

While the station is manned, the Officer in Charge (OIC) at each station will insure that the station is operational and assignments of personnel are made. The OIC will also keep in communications with operations section, to be provided direction and execution of emergency operations plans including incident mitigation activities until a stand-down is ordered.