

CAREER FIREFIGHTER OFF DUTY RESPONSE

Page Number: **Effective Date:** **Supersedes Editions:**
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Purpose: *Having an adequate number of firefighters responding to incidents is important to firefighter safety. The procedure establishes those incidents to which off duty response by career firefighters may be made.*

Procedure:

1. For the purposes of this procedure, an “Emergency Incident” means an incident to which all fire apparatus use red lights and sirens while responding as shown on the most recent Incident Response Guidelines chart. Fire alarm system activations are ***NOT*** included in the definition of “Emergency Incident” unless the duty officer has directed all units to respond on an emergency basis.
2. For the purposes of this procedure, “Assigned Off Duty Station” means that station to which the firefighter would respond outside of scheduled work hours. The Assigned Off Duty Station may be different from the station to which the firefighter is regularly, or temporarily assigned.
3. For the purposes of this procedure, “Number of Dispatched Stations” means the actual number of stations dispatched to an incident, regardless of whether they are Okolona stations. For example, Okolona station three and Camp Taylor would be considered as two stations dispatched.
4. Off duty career firefighters may respond to any emergency incident to which the number of dispatched stations is two or more and the firefighter’s Assigned Off Duty Station has been dispatched. (This would include any automatic mutual aid runs with Zoneton and the off duty firefighter’s Assigned Off Duty Station is station two.)
5. Off duty career firefighters may respond to any special team incidents to which teams they are active members.

PROLONGED INCIDENTS:

1. A prolonged incident is an incident to which the personnel resources of more than one station are expected to be devoted for eight (8) or more hours. Examples of prolonged incidents include special team responses, multi-alarm fires and natural emergencies such as tornadoes. Prolonged incidents often result in department personnel responding outside of the Okolona Fire District.
2. The highest ranking career officer remaining in the district and who is at a fire station shall monitor the staffing of stations and has the authority to increase or decrease staffing remaining at stations. In the event of more than one career officer, this responsibility shall fall on the officer having the most time in that rank.
3. The decision to increase or reduce station staffing should be made after consultation with Okolona personnel at the incident scene to determine the duration of staffing.
4. The minimum staffing at each station during prolonged incidents shall be three (3) and preferably four (4). There shall be one (1) qualified apparatus operator and one person qualified to ride apparatus officer (preferably a sergeant or officer).

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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5. Redistribution of personnel at one station to another to achieve the desired minimum staffing should be the primary option.
6. If redistribution will not provide for adequate staffing, then the officer in charge of monitoring staffing may call for overtime applying the adopted method for doing so. It is acceptable to pass over a person having a higher position to provide the qualified apparatus operator or person qualified to ride apparatus officer. Anyone being passed-over to achieve this shall receive an "Overtime Pass". Those accepting the overtime shall receive an "Overtime Accepted".
7. If reduction in staffing becomes appropriate, the officer monitoring staffing shall use the above guidelines for crew make-up. The selection for the persons to be released shall be first based on those wishing to remain and those wishing to stay. If further releasing of personnel is necessary, then the Career Firefighter Overtime program shall be consulted. The person present whose name is lowest on the overtime list (meaning the one who was the one who received the most recent overtime offer) shall be the first to be released. This method shall continue until the desired level of staffing is achieved. It is acceptable to by-pass someone in order to provide for a qualified officer and operator.
8. A firefighter released from station standby shall NOT affect his/her current overtime list position. A firefighter remaining at the station shall NOT have his/her current overtime list position affected.
9. If the prolonged incident is due to a specialized rescue team response, non-team members on station stand-by shall be released before members of the responding team members.

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