

DALTON FIRE DEPARTMENT

Standard Operating Procedure

Fire Chief Signature

DATE

S.O.P.: C- 1
Effective: 09-26-2017
Revised: 09-26-2017
Reviewed: 09-24-2019

Policy: Recall of Off Duty Personnel

Scope: All Personnel

Procedure:

The Code Red phone notification system will be used for recall of off-duty personnel.

A recall of personnel may be used for individuals, specialized groups, entire shifts, or all off-duty personnel.

If only one shift is being recalled, the shift that has most recently worked will be recalled.

The Incident Commander shall:

- Contact on-call Chief or Deputy Chief to activate Code Red
- If Chief or Deputy Chief is unavailable, contact another authorized Chief Officer to activate Code Red

When an activation is received, personnel shall respond to the call/text following the instructions provided and advise his/her ability to respond. If no prompts are given, follow directions of the call/text.

Unless directed otherwise, all recalled personnel are to report to their assigned station.

All traffic laws shall be followed while reporting to an emergency recall.

Upon arrival at your assigned station, personnel shall clock in and advise the most senior officer (if available) of your presence.

Personnel shall prepare their PPE and ready all available reserve apparatus for response.

An officer at each station shall assign personnel to appropriate positions on reserve apparatus and assign teams of personnel to respond to the incident for manpower replacement as requested by the incident commander or staging officer. The highest ranking officer at Station 1 shall assume or delegate the position of staging officer. The staging officer shall remain in contact with all stations to ensure proper staffing on reserve apparatus and make personnel adjustments as needed. The staging officer shall contact the on-scene incident commander and advise him or her of available resources and provide manpower assistance as requested. If additional personnel are needed, the staging officer shall attempt to contact personnel who did not respond to the initial Code Red recall.

The staging officer may also be responsible for:

- Transportation of personnel to and from the incident
- Coordinating with automatic / mutual aid organizations
- Coordinating/contacting off-duty personnel
- Rehab resources
- Managing groups or available manpower
- Responding to additional incidents and acting as an incident commander if another Chief Officer is not already acting in that capacity

GSAR / Regional Haz-Mat / Outside Organization Activation

- Inter department activation
 - Procedures are the same as all other requests for off-duty personnel
- Outside request for assistance
 - Once receiving a text or e-mail request, members shall text availability to their Battalion Chief
 - The DFD contact person for the outside organization shall make contact with the on-call Chief or Deputy Chief to approve deployment and/or overtime
 - The DFD contact person will text or call all Battalion Chiefs to get a list of available personnel. Battalion Chiefs shall ensure staffing before releasing his/her personnel for response. This will be factored in and the B/C will determine who may respond for his/her shift based on staffing.
 - The DFD contact shall then make contact with responders to detail basic response plans (e.g., vehicle assignment, resources needed, etc.)
 - The DFD contact person shall make contact with the outside organization plans officer to give responding personnel and vehicle information
 - If a response where a federal or state declaration is made all appropriate documentation shall be completed as soon as possible after returning.