Division 06	Fire and Rescue Operations

Chapter 29 – Staffing Availability/Tracking

March 2009

POLICY

To establish procedures to utilize the available human resources to their fullest potential by tracking the Fire/Emergency Medical Services (EMS) personnel available to respond to emergency incidents. By tracking the availability of our personnel, Public Safety Communications (PSC) will dispatch the closest available staffed apparatus in a coordinated manner. The goal of this General Order is to ensure the predetermined amount and type of apparatus is dispatched, utilizing the closest available unit(s), with available adequate staffing.

DEFINITIONS

N/A

PROCEDURES

1. General

Only stations reporting multiple crews prior to the dispatch of an emergency incident shall be permitted to respond with multiple suppression units.

The 1st due station may respond with additional units for calls in their 1st due area. However, the additional unit/personnel will remain uncommitted and report to the Incident Commander. Under no circumstances should the additional unit(s) assume any of the predetermined responsibilities of the units initially dispatched, unless directed to do so by the Incident Commander.

2. Staffing Availability

Any station that wants to be dispatched with multiple suppression units will contact the PSC supervisor. At that time, the number of suppression and dedicated EMS crews available, the last name and ID number of the highest-ranking officer will be provided.

Only those stations that meet the multiple crew staffing criteria and want to be dispatched with multiple suppression units should contact PSC. Stations that do not report multiple suppression crews will be dispatched in accordance with General Order 03-11, Standard Response Dispatch Procedures. Therefore, if you do not have sufficient staffing or do not want to be dispatched with multiple suppression units, no action is necessary.

3. Staffing Requirements

To qualify as having multiple crews, the station will need sufficient qualified personnel (not counting red helmets or observers) to staff two (2) or more suppression units with minimum staffing, as defined in General Order 03-11.

Stations that have an ambulance and report two (2) suppression crews will only be responsible for and dispatched with two (2) units, including the ambulance. If the station is dispatched for an ambulance call, the station will only be considered for one (1) additional unit. If a station can maintain two (2) staffed suppression units following the dispatch of their ambulance, they are to notify PSC immediately.

A station staffing two (2) or more engines will report "on-the-air," in the order they are responding. The wagon-pumper concept will not be permitted in that your assignment will be based on what due you are on the pre-determined run card. Example: Station 837 responding with two (2) engines.

Unit: "Engine 837 w/4 & Engine 837B w/3 personnel."

Dispatcher: "OK 837, you will be 2nd due, 837B you will be 3rd due."

4.   Responsibilities

Stations shall be responsible for:

- Stations reporting multiple crews will be responsible for providing minimum staffing for the units dispatched.
- When a station is no longer able to meet the staffing criteria for multiple units, the highest-ranking officer present shall be responsible for notifying the PSC supervisor immediately.
- When reporting multiple crews, the highest-ranking officer present will be responsible for providing multiple crews until the station notifies the PSC supervisor that the station no longer has adequate staffing.
- Stations that do not report multiple crews prior to dispatch, and subsequently have adequate personnel to staff an additional unit, should notify PSC immediately of their capability to staff another unit. This will enable the station to be dispatched for subsequent incidents, including supplemental alarms for the original incident.

The PSC supervisor shall be responsible for:

- Tracking the available human resources and utilizing the closest available units (as

pre-determined by the dispatch listing and sequence) to fill each assignment with the predetermined number and type of units.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A