
S.O.P. #: PERSONNEL 20

SUBJECT: STAFFING LEVELS DURING EMERGENCIES

DIVISION: EMERGENCY OPERATIONS

Objective: To define general guidelines for emergency staffing. An emergency staffing situation may mean any situation which adversely affects the delivery of service by the Department.

Section 1: Implementation of the Emergency Staffing Plan

- A. The decision to alter staffing levels (increase, decrease, or return to the normal levels) will be the responsibility of the on-duty Division Chief.
- B. The Administrative Duty Officer shall notify the on-duty Division Chief whenever conditions warrant additional staffing, i.e., floods, snow, earthquakes, large fires, prolonged operations, or hurricane.
- C. Staffing levels may be altered in some areas or districts, while other districts would not be affected.

Section 2: Staffing of Apparatus During Emergencies

- A. Staffing levels will be at the discretion of the Division Chief. Such levels may include, but are not limited to, the following:
 - 1. One or two personnel assigned to brush units.
 - 2. Three personnel assigned to medic units.
- B. The method utilized to attain any increased staffing level or maintain the current level will be at the discretion of the on-duty Division Chief. Such methods may include, but are not limited to, the following:
 - 1. Standard staffing method using the current callback system.
 - 2. Voluntary Hold Over.
 - a. When determined by the on-duty Division Chief to “hold-over” additional personnel, the district Battalion Chief will have the officer-in-charge of the affected station(s) select the members in rank/seniority order meeting the necessary qualifications who volunteer to work overtime.
 - 3. Mandatory Hold Over.
 - a. Upon notification of “hold-over” when no one volunteers, the officer-in-charge will select the member(s) to work overtime who meet the necessary qualifications in reverse rank/seniority, i.e., the most junior member meeting the necessary qualifications until the required number of positions have been filled.
 - 4. The on-duty Division Chief may stop the leave selection process or cancel existing leave to satisfy staffing levels.

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Section 3: Crediting Personnel on the Callback List

- A. Members who work under any method outlined in this S.O.P. will be credited on the Callback List according to current policy with respect to the number of hours worked.