



Carlisle Fire Company Inc.

PO Box 292 – 615 NW Front St Milford De 19963

Phone (302)422-8001 Fax (302)422-2146 Web: www.carlisle42.com

Office of the Fire Chief

Policy 4215-007

Policies And Directives

Duty Crew Policy

1.1 Purpose. The purpose of this standard operating guideline is to establish guidelines for department staffing and deployment while staffing a duty crew.

1.2 Scope. This standard operating guideline shall apply to all members of the Carlisle Fire Company.

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the Fire Chief. Any person deviating from the provisions of this guideline may be required, at the discretion of the Fire Chief, to submit in writing, within five (5) calendar days, an explanation for such deviation for further review.

2. Shift Schedule

2.1 Days/Times. Based on the availability of volunteers, the members will staff a duty crew Monday through Thursday from 1800 to 22:00.

2.2 Tour Sign Up. Duty Crew shifts are available for sign up via the chief backstage website or by contacting the assigned duty crew officer for that evening.

3. Staffing

3.1 Minimum. The minimum shift staffing is three. Maximum of 7.

3.2 Officer In Charge. The duty crew shall be staffed with a minimum of one company officer. Rank and file will determine the officer's responsibility. Senior firefighters approved by the Fire Chief can also serve as OIC in the event that a Line Officer is not able to serve on duty for the tour.

3.3 Firefighters. Any Carlisle Fire Company qualified firefighter may serve in the duty crew capacity. A Carlisle Fire Company qualified firefighter will may serve as the second through fourth member of the crew.

3.4 Driver. Any qualified driver of apparatus can serve as the driver for scheduled tour.

3.4 Probationary Members. New Firefighters on probation after successful completion of fire school in their 6th month may serve as the fourth member of the crew. Members on probation in their 9th month may serve as the third member of the crew.

3.5 Jr. Firefighters. Jr. Firefighters may sign up for a total of four shifts per month which can be half shifts after school so long as the total in a month is an even number. Jr. Firefighters serve as the 6th person on the crew.

4. Responsibilities

All members on shift shall carry a 800mhz portable radio and/or a Minitor pager and will monitor radio traffic.

4.1 Assigned Officer in Charge.

- a. Ensure crew arrives on time and checks in via accountability system.
- b. Assign riding positions including member to remain in District for Auto Aids and/or members to staff Carlisle apparatus.
- c. Ensure crew places PPE in service on assigned apparatus in a ready state.
- d. Review the pass on log from prior tour and develop plan to mitigate.
- e. Assign crew to inspect equipment and perform training check.
- f. Divide up and assign daily housework duties.
- g. Review daily training schedule, develop a plan to complete training and document training completion.
- h. Maintain accountability for crew.
- i. Monitor radio traffic.
- j. Respond to, mitigate and complete documentation for alarms..
- k. Complete pass on, ready equipment and station, ensure PPE is removed from apparatus.
- l. Secure station, grounds and apparatus.
- n. Ensure crew checks out via accountability system.

4.2 Assigned Driver.

- a. Ensure apparatus and all equipment on apparatus is inspected and in working condition, report any deficiencies through the apparatus repair request form.
- b. Monitor fuel level in apparatus.
- c. Drive and operate apparatus with due regard for the safety of the crew and others.
- d. Follow orders from assigned officer in charge.

4.3 Assigned Firefighter(s).

- a. Firefighters assigned will respond to each call on the apparatus during their tour.
- b. Firefighters will follow the task at hand during the tour set forth by the officer in charge.
- c. Follow orders from assigned officer in charge.

5. Documentation

5.1 Shift Documentation. All members are to sign in and out for shifts using the time log in the radio room. Additionally as a backup, volunteers shall initial the alarm roster posted in the day room.

5.2 Run Numbers. Alarms toned out while the “duty crew” is on shift they respond to will be given a run number. .

5.3 Rosters. All alarm responses shall be documented on an alarm roster. All drills shall be documented on a drill roster and all training documented on a training roster.

5.4 Pass On. Unfinished projects, changes in equipment, hydrant info, etc shall be documented by the assigned officer in charge in the pass on log book and reviewed at the beginning of each shift.



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6. Uniform

6.1 Daily Uniform. The daily uniform for all crew members will be in a Department logo t-shirt. (if available) or presentable attire to be seen in public..

7. Response

The number one priority of the crew on shift is response with the goal of 60 seconds or less for jump time. The crew on shift responds to all incidents emergencies within our district boundaries.

7.1 Apparatus. Engine 42-4/ 42-5 (officer choice) is the primary duty crew apparatus for all call types.

7.2 Mutual Aid. Duty crew apparatus will also respond to mutual aid requests and remain in service in district. .

8. Daily Schedule

Alarms and projects can interfere with the daily schedule however an effort needs to be made by the duty crew to complete the tasks daily, those that are not completed need to be documented in the pass on log for completion the next day.

8.1 Standing Orders:

18:00-19:00 Apparatus/equipment check, Pass On review

19:00- 20:00 Training

20:00-21:00 Dinner

21:30- 22:00 Assigned Responsibility/other station work

22:00- Return to quarter's. Complete pass on, ready equipment/station for next day, secure station and grounds, lights off, doors locked.

8.5 Training:

Daily training from 19:00 to finish as assigned in monthly schedule. All members of the duty crew participate and document on appropriate roster.