

Little Creek Volunteer Fire Company, Inc.

Sta. 54

P.O. Box 327
311 Main St.
Little Creek, DE 19961

Standard Operating Guideline – 20-05

Scheduled In-Station Duty Crews

Purpose: This guideline is to establish a standard procedure for In-Station Duty Crews. Our goal is to provide 24 hours a day 7 day a week coverage to reduce the need to sound a general alarm. This program benefits the public by ensuring a crew is always available to assist them and allows our members to only be alerted from home when the need is the greatest.

Scope: All fire department personnel.

1. The Fire Chief or Designee will establish a scheduled duty crew system. A minimum Crew will consist of the following.
 - a. Qualified Driver
 - b. Officer Firefighter III
 - c. Firefighter IIIAdditional members can make up the crew at the discretion of the Fire Chief or Designee. Scheduled members have priority on the apparatus.
2. If a member commits to the time frame to be on a crew it is expected that they remain available and in-station.
3. The Duty Crew will handle any Single Unit responses. The Fire Siren/Fire Pagers will not be activated.
4. The Duty Crew by agreement with our neighboring fire companies will respond on dispatch to the following districts. The Officer of the crew will select the proper unit to respond based off the incident type, location or other considerations. At no time will the duty crew deviate from the below procedures.
 - a. Leipsic Fire Company: On any Fire Type call other than Medical Assist South of the Leipsic River
 - b. Bowers Fire Company: On any Structure Fire/ Delta MVC
5. Duty Crew Officer Responsibilities-
 - a. Will assign the scheduled personnel on where they are to ride and write it on the assignment board.
 - b. Will ensure all daily duties are completed.
 - c. Will conduct Truck and Station check each shift and report issues to the Chief
 - d. Make Sure that all members of the crew are fit for duty.
 - e. Will ensure members of the Crew has scheduled meals
 - f. Will Respond to all dispatches and complete the report for runs
6. Duty Crew Member Responsibility

- a. Complete the Daily Duties
- b. Complete any other assigned duties by the officer
- c. Truck Check all apparatus. Looking for missing or broken equipment
- d. Members who are driver qualified will check fuel level on all apparatus
- e. If a member was on the overnight duty crew they will be required to be up by 9am to check in with the Duty Officer. If a member worked the night before or needs to work the coming night. They are to notify the Duty Officer.
- f. The Overnight bunk rooms are to be cleaned daily. Members who are in the Live-In program are required to clean their hallway and rooms once a week
- g. Will participate in all training unless excused by the Duty Officer.
- h. During the hours of 7am to 11pm a member will be on "Watch" which has the person available to answer the phone, door and monitor the CAD.

7. Duty Crew Meals

- a. Meal times will be set by the Duty Crew Officer. Members are expected to attend the meal that is being provided. If an issue arises with a member and what is being served it is to be addressed with the Duty Officer and if no resolution to the Duty Chief

8. Errands by the Duty Crew

- a. The purpose of the Duty Crew is to have a staffed unit in station to respond to emergencies. The Duty Officer will arrange any errand running to minimize out of district time.
- b. No Errand shall be farther than 5 miles from the Fire Station. Without approval by the Duty Chief.

9. Completion of a Duty Crew Shift

- a. The member will remove any gear from the engine room floor and return to their locker.
- b. The Member will police any trash up they may of created
- c. The Member will clean any dishes, pots or pans they may of used
- d. The Member will remove bedding from the beds (Non-Live-in members)
- e. The Member will notify the Duty Officer of any issues