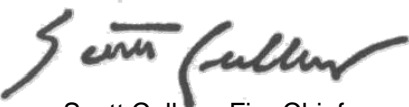




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Operations	SOP: 7.9
Subject: Activation of Off-Duty Emergency Personnel	Effective: July 25, 2011 Revised: December 31, 2011 February 13, 2012
Approved:  Scott Cullers, Fire Chief	

PURPOSE

The purpose of this policy is to provide guidance on how to activate off-duty emergency personnel to report for duty during an emergency/non-emergency event.

SCOPE

All Winchester Fire and Rescue Department (WFRD) emergency personnel are subject to off-duty emergency activation.

POLICY

All WFRD emergency personnel are subject to off-duty emergency activation in the event of disasters, multiple incidents, special events, weather-related events, hazardous materials events and pandemic flu like events where the on-duty staff has been depleted. An order to activate off-duty personnel may be given by the Fire and Rescue Chief, and/or his/her designee. This is a mandatory order.

GUIDELINES

Activation of off-duty emergency personnel will be implemented through the following procedures:

- When activation of off-duty personnel has been authorized the Fire and Rescue Chief or a designee will identify the number of personnel/specialties each station will require. The designee shall complete the staffing process by:
 - A. Notifying emergency personnel via phone/page from ECC (if operational)
 - B. Utilizing emergency personnel from the WFRD orange/white team(s) designation list. (Appendix A)
 - C. Assigning activated emergency personnel to a designated work location.
 - D. Assigning officers to the EOC if it is activated, (planning, logistics, liaison, etc).

- Personnel contacted to report for duty during for emergency activation that are ill or under the influence of medication or alcohol, shall refrain from participating.
- Personnel contacted should give an ETA to their assigned station.
- Personnel may be asked to call in at a designated time to an assigned phone number for a conference call briefing prior to reporting for duty.
- A designee will contact each respective company chief and request the availability of volunteers for staffing and determine if a commitment of a minimum of 12 hours can be achieved.
- The Incident Commander or designee will determine the operational period(s) for personnel depending on the complexity of the event.
- Personnel shall not leave their work location(s)/assignment until it has determined safe to leave and all personnel are accounted for.
- If the activation of off-duty emergency personnel exceeds this policy, authorization for initiating an alternative policy will be required from the Fire and Rescue Chief or his/her designee.
- Personnel may be continuously contacted if an answer is not obtainable.

OFFICE/EOC			
Name	Status	Station	Shift
Cullers, Scott	EMT	6	Chief
Kensinger, Scott (Orange)	EMT	6	Capt.
McClellan, Eddie (White)	Medic	6	Capt.
Luttrell, Jeremy	EMT-I	6	FM
Shiley, Todd	EMT-I	6	Inspector

ORANGE TEAM			
Name	Status	Station	Shift
Diamantes, Bonnie	Admin.	6	-
Strawderman, Craig	EMT-P/Lt.	4	Lt
Yost, Kevin	EMT/Lt.	2	Lt
Baker, Larry	EMT/Sgt.	4	C
Richardson, Carroll	EMT-I/Sgt.	5	A
Henschel, Jon	EMT-P/Sgt.	1	C
Orndorff, J.D.	EMT-P/Sgt.	5	C
Gray, Scott	EMT/Sgt.	1	A
Sigler, Will	EMT-I	1	B
Brinegar, David	EMT-I	4	C
Bohus, Sam	EMT-P	4	A
Duckwall, Eric	EMT-I	5	C
Vaught, TJ	EMT-I	5	B
Adams, Josh	EMT-E	5	A
Williams, Branyon	EMT-E	2	C
Moats, Al	EMT-E	4/2	B
DeHaven, Drew	EMT-E	5	B
Amtower, Dusty	EMT-E	4	C
Pierce, Gerry	EMT-E	2	B

Layman, Kevin	EMT	2	B
Edwards, Andy	EMT	4	C
Umphrey, Chris	EMT	1	A
Landman, Kevin	EMT	1	C
Atkins, Matt	EMT	1	C
Gearhart, Matt	EMT	1/2	A
Still, Adam	EMT	5	C
Bender, Mike	EMT	5	B
Amerault, Greg	EMT-P	1	A

WHITE TEAM

Name	Status	Station	Shift
Sivills, Beth	Admin.	6	-
DeHaven, Matt	EMT-I/Lt.	1	Lt
Whitacre, Donald	EMT_P/Lt.	5	Lt
Bohus, Gerald	EMT-P/Sgt.	4	B
Shimp, Chuck	EMT/Sgt.	1/2	B
Duckwall, Kevin	EMT-P/Sgt.	4	A
Mintschenko, Matt	EMT/Sgt	5	B
Hovermale, Rodney	EMT/Sgt.	2	C
Funk, Andrew	EMT-P	5	A
Johnson, Blaine	EMT-I	1	B
Clowser, Len	EMT-I	1	A
Joseph, Stephanie	EMT-I	4	B
Burroughs, PJ	EMT-I	1/2	C
Kushnir, David	EMT-E	5	C
Yost, Chris	EMT-E	5	A
Newlin, Nathan	EMT-E	1/2	B
Ballenger, Allen	EMT-E	2	A
Krippner, Brandon	EMT-E	5	A
Timbrook, Stephanie	EMT_E	4	B
Wilson, Chad	EMT	4	C
Gochenour, Bryant	EMT	5	B
Miller, Ryan	EMT	1	C
Orndorff, Terry	EMT	4	A
Funkhouser, Adam	EMT	4	A
Hughes, David	EMT	4	A
Burton, Rick	EMT	2	A
Buchanan, Brandon	EMT	5	C
Hodges, Ryan	EMT	1	B