



**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 December 31, 2011 Revised: February 13, 2012 July 1, 2012 July 1, 2013
Approved:  Scott Cullers, Fire Chief	Revised:  Allen W. Baldwin, 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 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
Baldwin, Allen	EMT	6	Chief
Kensinger, Scott (Orange)	EMT	6	Deputy Chief
McClellan, Eddie (White)	Medic	6	Deputy Chief
Luttrell, Jeremy	EMT-I	6	Fire Marshal
Gearhart, Matt	EMT	6	Asst. Fire Marshal
Shiley, Todd	EMT-I	6	Inspector

ORANGE TEAM

Name	Status	Station	Shift
Diamantes, Bonnie	Admin.	6	-
Strawderman, Craig	EMT-P/ BC	4	B
Yost, Kevin	EMT/BC	2	C
Baker, Larry	EMT/Lt.	4	C
Richardson, Carroll	EMT-I/ Lt.	5	A
Henschel, Jon	EMT-P/ Lt.	1	C
Orndorff, J.D.	EMT-P/ Lt.	5	C
Gray, Scott	EMT-B/ Lt.	1	A
Sigler, Will	EMT-I	1	B
Brinegar, David	EMT-I	5	C
Bohus, Sam	EMT-P	4	A
Duckwall, Eric	EMT-P	1	C
Vaught, TJ	EMT-I	5	B
Adams, Josh	EMT-I	5	A
Williams, Branyon	EMT-E	2	C
Moats, Al	EMT-E	4/2	B
DeHaven, Drew	EMT-E	1	B
Amtower, Dusty	EMT-E	4	C
Pierce, Gerry	EMT-E	2	B
Layman, Kevin	EMT	2	B
Edwards, Andy	EMT	5	A
Umphrey, Chris	EMT	1	A
Landman, Kevin	EMT	1	C
Atkins, Matt	EMT	1	C
Still, Adam	EMT	5	C
Bender, Mike	EMT	5	B
Amerault, Greg	EMT-P	1	A
Steele, William	EMT	4	A
Brown, Tyler	EMT-P	4	C
Matthews, Scott	EMT	5	C

WHITE TEAM			
Name	Status	Station	Shift
Sivills, Beth	Admin.	6	-
DeHaven, Matt	EMT-I/ BC	1	A
Whitacre, Donald	EMT_P/ BC	5	F
Bohus, Gerald	EMT-P/ Lt.	4	B
Shimp, Chuck	EMT/ Lt.	1/2	B
Duckwall, Kevin	EMT-P/ Lt.	4	A
Mintschenko, Matt	EMT/ Lt.	5	B
Hovermale, Rodney	EMT/ Lt.	2	C
Funk, Andrew	EMT-P	5	B
Johnson, Blaine	EMT-I	4	B
Clowser, Len	EMT-I	1	A
Joseph, Stephanie	EMT-I	1	B
Burroughs, PJ	EMT-I	4/2	C
Kushnir, David	EMT-E	5	C
Yost, Chris	EMT-E	5	A
Ballenger, Allen	EMT-E	2	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	1	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
Yost, Matt	EMT	4	B
Hartman, Jeff	EMT-P	1	A
Bettis, Robert	EMT	1	B
Firefighter			