



# POLICY MANUAL

## Emergency Operations - Staffing

### Emergency Recall

Revised: 06-16-97

Code: 1 – 3 – 1

Book Chapter Subject

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1.0 Purpose: Establish Policy for the Recall of Personnel for Emergencies.

1.01 Scope: All Emergency Response Personnel.

#### 1.02 **GENERAL**

Any Department Officer has the authority to activate an emergency recall of off-duty personnel, when in the opinion of that officer additional staffing or equipment is needed.

#### 1.03 **RESPONSIBILITY**

All off-shift personnel are required to respond to an emergency when called.

#### 1.04 **STAFFING RESERVE APPARATUS**

Personnel recalled to an emergency shall report to their work station and staff available apparatus at that station. When adequate staffing has arrived, the Company Officer should contact the Chief Officer providing City coverage for direction. If a Chief Officer has not taken the City coverage, they should contact the Incident Commander for direction.

If adequate staffing has not arrived after 10 minutes to staff apparatus, the Chief Officer providing City-wide coverage should be contacted for direction. If a Chief Officer has not taken the City-wide coverage, they should contact the Incident Commander for direction.

When additional personnel arrive at the station and reserve apparatus have been staffed, the additional personnel should contact the Chief Officer providing City-wide coverage for direction. If a Chief Officer has not taken the City-wide coverage, they should contact the Incident Commander for direction.

The intent of this procedure is to staff available reserve apparatus to respond to the emergency scene or provide City coverage.

**NOTE:** Support 31 should respond as per [SOP 1-3-3](#).