

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 135



Emergency Staffing Plan

Effective Date: March 13, 2020
Revision Date:

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Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

A handwritten signature in black ink, appearing to read 'Darren L. Stevens'.

PURPOSE

To establish a plan and procedure to increase the department's on-duty operational readiness by augmenting front line tactical units with additional personnel; placing additional tactical units in service; or providing additional staffing to support emergency operations related to specific events such as natural disasters, snow storms, pandemics, and terrorist threats or attacks.

SCOPE

This procedure pertains to all Department of Fire, Rescue and Emergency Management personnel.

I. PROCEDURE

Personnel Assignments

1. Operational personnel shall be assigned to one of two platoons. The platoons shall be identified by RED and BLUE.

Employee Responsibilities

1. Each employee shall be responsible for knowing their platoon assignment once they have been posted by general order. Necessary changes due to reasons such as transfers shall be communicated via General Order.
2. Each employee shall be responsible for monitoring the department's staffing if a significant event has occurred that requires or may require the department's emergency staffing plan to be activated. If uncertain of the current status of the department, employees shall contact the on-duty battalion chief or senior station officer to determine if any emergency staffing plans have been activated or planned. Normally, information will be disseminated via email, text and/or the staffing software program utilized by the staffing group.

Desire to Serve

Ability to Perform

Courage to Act

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Staffing Plans

1. Plan 1

a. Staffing plan 1 is a 36-hour work period. An example of an event under which this plan may be activated is a severe winter storm where call volume is typically not excessive, however events may require increased staffing because of difficulties getting to and operating on scene of the incident. This option also provides staffing for additional response vehicles such as four-wheel drive vehicles.

b. Implementation – Mandatory Recall

Plan 1 is implemented by holding the RED platoon of the off-going shift for 12 hours, and calling in the BLUE platoon of the shift scheduled the next day to report for the evening recall.

2. Plan 2

a. Plan 2 is used for short term additional staffing for events including, but not limited to, rapidly moving severe weather or possible civil disturbances. This plan brings in the entire platoon that is off duty.

b. Implementation – Mandatory Recall

The platoons will be identified by their assigned groupings and shall report to supplement the on-duty shift for the 24-hour period. (e.g. all BLUE members that are off duty).

3. Plan 3

a. Plan 3 is a work schedule of 24 hours on and 24 hours off that would typically be used for long duration, high call volume events.

b. Implementation – Mandatory Recall

c. This is established by assigning identified platoons to a 24-hour shift. These two newly formed work groups will then work the 24 on and 24 off schedule until the event stabilizes.

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4. Plan 4

a. Plan 4 is a flexible staffing plan that allows for adding extra staff to existing tactical units and providing staff for any additional units to be placed in service. A possible scenario for the use of this plan is a typical winter storm where the projected accumulation of ice and snow may make service delivery at normal staffing levels challenging.

b. Implementation – Voluntary Overtime or Mandatory Recall

This plan allows for the use of a specific number of personnel who voluntarily make themselves available to work. If an insufficient number of personnel are available, then mandatory recall may be implemented. The on-duty battalion chief or department staffing coordinator shall determine the number of additional positions needing to be filled.

Leave Cancellation

1. In instances where emergency staffing plans are implemented, the fire chief may cancel leave that has been approved. If a leave cancellation policy is implemented, the fire chief shall evaluate specific extenuating circumstances concerning individuals that may be out of town and grant exceptions where appropriate. All requests for exceptions of leave cancellation shall be forwarded to the fire chief through the normal chain of command.

Volunteer Resource Officer

1. When overstaffing or emergency staffing is implemented, a volunteer officer to serve as the volunteer resource officer (VRO) shall be identified.
2. The VRO shall determine the availability of volunteer personnel and advise the on-duty battalion chief or staffing coordinator. The VRO will be responsible for scheduling volunteer coverage in conjunction with the department's staffing coordinator.

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Day Work Personnel

1. Upon the declaration of the implementation of an emergency staffing plan, day work personnel shall contact their appropriate supervisor and/or assistant chief to determine what impact the staffing plan will have on day work personnel.

II. INCIDENT SUPPORT TEAM

1. In preparing for any significant event where long-term overstaffing or special operational needs may exist, an incident support team (IST) shall be assembled for planning purposes. The following members, or their representatives, shall be included in the initial planning meeting:
 - a. Assistant fire chief
 - b. Deputy fire chief
 - c. All battalion chiefs
2. The IST shall evaluate the projected needs of the department based on the type of event, determine the appropriate staffing plan, and manage its implementation.
3. A specific work schedule or rotation shall be determined by the assistant fire chief as the projected event dictates.