

VILLAGE OF PLOVER FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

Policy Number:	1203	Section:	1200 LINE OPERATIONS
Subject:	Station Duties During Response		
Effective Date:	07/04 rev. 04/17	Author:	
Purpose:	To establish a consistent set of guidelines for all employees regarding their station duties and responsibilities when they do not respond on the incident		

Guideline:

- Department personnel responding to the station, who do not respond on the incident but sign in, are required to remain at the station until such time as the Officer-In-Charge (OIC) on the incident releases them.
- Department personnel responding to the station who do not respond on the incident but sign in, are required to remain at the station to assist in returning any/all response apparatus to a readiness level upon their return.
- Department personnel who have signed in and who have to leave for personal reasons and/or to attend work must acquire permission to leave from the OIC prior to leaving the station.
- If it is unnecessary to keep department personnel at the station to assist in returning apparatus to a readiness level, the OIC may release department personnel from; the scene of the incident, returning from the scene, or upon his/her return to the station.
- It shall be the responsibility of all department personnel to abide by this policy at all times.