

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 02		<b>DEPARTMENT</b> FIRE
<b>SUBJECT</b> FIRE SUPPRESSION: RECALL PROCEDURE	<b>SECTION</b> 04	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 06/01/07

#### IV. RECALL PROCEDURE

##### A. Purpose

To provide adequate and flexible means of obtaining extra staffing and/or companies when and where they are needed.

##### B. Authority for Recall

The decision to recall off-duty personnel shall be the responsibility of the Chief, Duty Deputy Chief or Shift Commander.

Note: For the purpose of this section, holding the off-going platoon shall be considered recall.

Exception: If at change of platoon, companies are directly involved in an emergency operation where their relief is impractical, this shall not constitute a recall.

##### C. Type of Recall

1. Limited (Planned Need) Call Back: a specific amount of personnel or specialists, e.g. EDT, Haz Mat. (Refer to Staffing Policy Manual for specific procedures)
2. Mass Recall: an all call of uniformed personnel to a specific location.

##### D. Responsibility of Employees

Employees will be personally responsible to report for duty in event of recall. Employees on suspension, light duty, sick leave, vacation or military leave shall not respond to a recall. Employees on holiday or day off who are notified shall report for duty.

##### E. Maintaining Recall Roster

Battalion Chiefs shall maintain a roster of all Captains (their addresses and telephone numbers) within their Battalions. Captains shall maintain a similar roster of all employees within their stations. In event of a mass recall or a planned need recall, Battalion Chiefs may be notified and will be responsible for notification of the Captains required from their roster. Note: The Telestaff roster may be used for this purpose.

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F. Method of Notification

Fire Communications Center is responsible for notifying the Staffing Desk and providing them with the type of recall, number of personnel required and their assignments. The Staffing Desk will attempt to call back personnel: 1) to stations that have reserve apparatus assigned; 2) to stations in the immediate area of the need, to reduce excessive travel of off-duty personnel to obtain their turnouts; 3) those personnel who could reach their place of assignment the quickest, taking into consideration the time of day, traffic, etc.; and 4) using any method to obtain the specific number of off-duty personnel authorized by the Fire Chief or his/her designee.

The Director of Logistics or his/her designee shall be assigned to FCC upon initiation of a recall.

The Duty Deputy Chief will notify the Fire Marshal when a large scale emergency is in progress and it is determined that there will be a need to utilize BFHP personnel. The Fire Marshal's Office will cause all BFHP personnel to be notified and to immediately return to their offices or assigned locations and ready themselves for assignment.

G. Reporting for Recall

Off-duty Battalion Chiefs who are officially notified shall go in-service with reserve vehicles and cover open battalions or perform other assignments as directed by the Duty Deputy Chief or Shift Commander.

Off-duty employees shall respond to assigned locations. It shall be the responsibility of the recalled Captain to enter into the Company Journal at the assigned location the names, time of recall response and time of recall release of off-duty personnel responding after official notification. The Captain shall also be responsible for submitting a Notice of Overtime, Form FDR-14, for all personnel officially notified.

H. Method of Computation

Employees who are called back to duty are paid for the reasonable estimate of the time required for travel from and to their residence, and for time they actually worked. In no case shall the total time of callback pay, including travel time, be less than four hours.