

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 01		DEPARTMENT F I R E-RESCUE
SUBJECT: FIRE SUPPRESSION – EXTENDED INCIDENT STAFFING PLAN	SECTION 18	PAGE 1 of 2	EFFECTIVE DATE 04/02/2015

I. PURPOSE

The purpose of this policy is to provide operational guidelines for backfilling fire stations when San Diego Fire-Rescue Department (SDFD) incidents extend into the next shift. It includes a plan for providing crew rotation and reliefs. This policy is for only those incidents occurring within the City of San Diego.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. POLICY

A. Incidents Extending Beyond Shift Change (0800 hours)

1. Incident Commander or designee to liaison with off-duty shift commander or designated deputy chief regarding need to provide reliefs for crews assigned to incident.
 - a. Vacant fire stations should be back-filled with off-duty firefighters if the potential exists that the assigned resource(s) may not return to the station during their regular 24-hour shift.
 - b. The Deputy Chief of Logistics shall be notified so that reserve apparatus are made available to replace the apparatus assigned to the incident.
 - c. Inform the Assistant Chief of Emergency Operations and the Department Operations Center (if activated) of the need to provide relief at shift change for the crews assigned to the incident and in advance of the second operational period of the incident.
 - d. The Deputy Chief of Logistics shall be notified of the need to provide transportation to the incident for the relief personnel that will be replacing the firefighters assigned during the first operational period of the incident.
 - e. The Logistics Division will ensure that the firefighters being relieved at the incident will be provided transportation back to their original duty stations.

B. Backfilling of Fire Stations

1. If not committed to current incident, Battalion 1 or another on-duty battalion chief should be contacted and advised of immediate need to backfill open stations and the potential need to work with the Logistics Division on the relief of the crews assigned to the incident at shift change.
2. Battalion 1 or other designated battalion chief shall contact the staffing captain and advise of the need for backfill and/or crew relief needs.

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3. The emergency resource officer will assist with relief rotations and the unstaffed stations will be backfilled based upon priority. The Fire Communications Center Move-up Module (MUM) should be utilized during the plan development.
4. If activated, the Department Operations Center should be informed of all impending plans and situations.
5. Consider calling back an off-duty staffing desk employee that can assist with personnel tracking.

C. Crew Relief and Rotation

1. Providing relief for crews assigned to the incident should be based upon the need for second operational period staffing of SND units.
2. Determine if personnel on the current incident are on duty the next shift.
3. Determine the exact time and location of the shift change.
4. In consultation with the Logistics Division, determine the manner of transportation for on-coming crews to arrive at the incident location.