



City of Poquoson Fire/Rescue

830 Poquoson Avenue, Poquoson, Virginia 23662
(757) 868-3510 Fax (757) 868-3514

Schedule of Changes- SOP's

SOP: EO 10 Staffing and Equipment Response

DATE: May 24, 2024

The following changes were made:

- Added direction for Battalion to ensure that they have coverage of a commissioned officer.

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



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Fire and Rescue**

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EMERGENCY OPERATIONS

SOP #: EO 10.0

Title: Staffing and Equipment
Response

Effective Date: 07/01/2009

Revised Date: 5/24/2024



Fire Chief's Signature



City Manager's Signature

**STAFFING AND EQUIPMENT
RESPONSE**

I. PURPOSE

To provide uniform deployment of equipment and personnel to maintain adequate staffing on emergency calls and to ensure the public's safety as well as the safety of our personnel. It is not the intention of this policy to circumvent the experience and judgment of the shift supervisor. The intent is to aid the less experienced, and Dispatch, in the deployment of equipment and personnel for the safety of all.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. POLICY

Given the size of our department and current staffing levels it is difficult, if not impossible, to follow NFPA minimum staffing standards at all times. It is the intention of this department to follow these standards as closely as possible.

III. PROCEDURES

Staffing

The minimum staffing on the daily shift shall be **8** persons. When staffing is below 8, personnel shall be recalled until staffing for the day reaches minimum. Personnel assignments to each station shall be at the Battalion Chief or Shift Supervisor's discretion.

Apparatus should be staffed with a minimum of **2** personnel whenever possible. Every reasonable effort should be made to avoid sending one staff member alone on any piece of equipment. While it is understood that staffing levels may sometimes dictate **1** person will staff a vehicle, this should not be considered normal operations and will be viewed as an exception to this policy.

Fire Fighting/Rescue Equipment

Medic Units

0	District 1	Engine 1	Medic 1
0		Battalion 1	Medic 11
0		Marine 1	
0		Boat 2	
0		Airboat 1	
0		Special Operations 1	
0		Brush 1	
0	District 2	Engine 2	Medic 2
0		Engine 21	Medic 21
0		Ladder 2	

Equipment Response by Call Type

Equipment shall be dispatched to each request for service based on the currently approved Response Matrix. This Matrix is approved by the Fire Chief and loaded into CAD for ease of dispatching. The most recent Response Matrix shall be attached to this SOP as an Addendum.

If manpower is too low to run a medic unit from either station, an engine will respond to initiate treatment until Mutual Aid can arrive and relieve the engine.

Routine responses (such as burning complaints, public assists, water leaks, etc.) should be considered "non-emergency" in nature. Personnel and equipment should respond to these incidents in a non-emergency fashion. The examples listed should not be considered all-inclusive and best judgement should be used. The Shift Supervisor, Station Officer, or staff member in charge of the responding equipment has the authority to upgrade any call to an "emergency" status based on information received and past experience.

Response Time

The current NFPA 1710 recommendations for response times will be the benchmark for fire department operations. The most recent (2020) recommendations are as follows:

EMS Response: Responding within **60** seconds

Fire and Special Operations: Responding within **80** seconds

Mutual Aid

Automatic Mutual Aid is currently in place with York County Department of Fire and Life Safety and Hampton Division of Fire and Rescue. These departments will automatically be dispatched to assist units in Poquoson based on the current Response Matrix.

If a Poquoson Unit is dispatched for Mutual Aid into another jurisdiction, it may respond at the Battalion Chiefs discretion based on staffing levels and equipment availability.

If Dispatch makes a request that is beyond our capability, notify them immediately of your capability and what you will provide.

Remember, **ALWAYS** life over property.

Act on what is **known**, not hypothetical situations.

Listen to what Dispatch tells you and base your decision on the facts presented.

Officer Staffing

Each shift shall be staffed with a Battalion, by someone that is a commissioned fire officer. Acting officers are not considered commissioned and will not be allowed to act as battalions. It is the responsibility of the shift battalion to ensure that the battalion spot is covered, in their absence, with another commissioned officer.