

Standard Operating Procedures Manual

City of Poquoson Fire and Rescue



City of Poquoson Fire and Rescue

830 Poquoson Ave.
Poquoson, VA 23662
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GENERAL ADMINISTRATION

SOP#: GA 1.00

Title: Chain of Command

Effective Date: 01/01/2009

Revised Date: 10/8/2025

Fire Chief's Signature

City Manager's Signature

CHAIN OF COMMAND

I. PURPOSE

To outline the organizational structure and function of the Poquoson Fire/Rescue Department.

II. POLICY

A formal organizational structure serves as a foundation for Fire/Rescue Department activities. It unifies the organization by describing hierarchical relationship that assist in effective communication, policy development and strategy implementation. Therefore the Poquoson Fire/Rescue Dept. values the organized approach to daily functions outlined in the organizational structure.

III. STRUCTURE

The Fire Chief is the administrator head and director of the Fire Dept. The Fire Chief is responsible to the City Manager for proper administration, efficient use of expenditures, and the overall operations and functions of the Fire Dept.

The fire department is responsible for many functions. Being a small department, these functions are assigned to department officers as staff functions.

The Deputy Chief is responsible for the following:

- Fire Suppression – Composed of Battalion Chiefs, Captains, Lieutenants, Master Firefighters/Medics, Senior Firefighter/Medics. The function of fire suppression is to respond to Fire/EMS related emergencies, to prevent/minimize loss of life and injuries and property damage.
- Staff functions assigned to Battalion Chiefs, Captains and Lieutenants – This includes Fire Prevention, EMS, Training, Logistics, Haz-Mat, Breathing Air System Maintenance, Boat Operations.
- Emergency Medical Services – Composed of the Captain of EMS Operations. The functions of EMS is to provide professional, modern pre-hospital emergency care that includes basic and advanced procedures and transportation to a medical facility; to ensure all personnel are trained in new technology in the emergency medical field; to research and provide new equipment as needed; and to inform the public of the services provided by EMS.
- Mutual Aid and automatic response with surrounding jurisdictions.

The organization chart outlines our rank structure.

Succession of Command

In the event of the Fire Chief's absence from the city, the Deputy Chief will automatically assume command with the City Manager's concurrence.

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In the absence of the Deputy Chief, the Battalion Chief or acting for the day will assume command for that day.

Should it become necessary for both the Chief and the Deputy Chief to be absent from the city for more than two days the Senior Battalion shall assume command and work a 40 hour week until their return.

Therefore the Succession of Command will occur as follows.

Fire Chief

Deputy Chief

Senior Battalion Chief (1) (2) (3)

Senior Lieutenant (1) (2) (3)