

Miami Township Fire and EMS Operating Procedures



TITLE:	STAFFING OPERATING PROCEDURE	#402
EFFECTIVE DATE:	11/15/2013	DATE AMENDED: 10/03/2015
REVIEW DATE:	04/03/2016	APPROVED BY: Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect until superseded.

PURPOSE

Establish an Operating Procedure (OP) for daily station staffing and apparatus staffing for responses.

These are not rules, but Procedures to be used under the best of conditions with the optimum resources available. It is important to note that judgment and discretion must be used on all functions, activities and operations of the department.

SCOPE

This Procedure applies to how personnel will be assigned to stations and apparatus depending on daily staffing.

This Procedure DOES NOT apply to every type of incident response. For other incident types NOT listed in this Procedure, refer to the appropriate OP as available.

DEFINITIONS

Company

A Company, pertaining to fire apparatus, for Miami Township Fire and EMS (MTF&EMS), is defined as a workgroup consisting of three or more personnel.

Company Officer

The person who leads a team of two or more firefighters in a company. This position is typically a lieutenant or other fire officer, but may be assigned to a non-ranking department member in the absence of fire officer.

STATION ASSIGNMENTS

- Station assignments shall be done in accordance with this OP. Under certain circumstances such as weather and bunk space limitations, the District 26 supervisor has the discretion to assign personnel as necessary and as indicated by day-to-day operational requirements.
- Personnel who may be expected to back-fill an engine or tower should be informed, as early as possible, of what unit they will move to during applicable responses.
- Whenever possible, no person should be assigned to a Company Officer position that has less than three consecutive years experience with MTF&EMS.
- The daily line-up shall reflect who will need to move to back-fill fire apparatus.



Miami Township Fire and EMS Operating Procedures

TITLE:

STAFFING OPERATING PROCEDURE

#402

DAILY STAFFING CHART

		D26	E26	M26	E27	M27	E28	T28	E29	M29
14	Personnel (AM/PM)	1	3	2	2	2	2		2	
15	Personnel (AM/PM)	1	3	2	2	2	2		3	
16	Personnel (AM)	1	3	2	2	2	2		2	2
16	Personnel (PM)	1	3	2	3	2	2		3	
17	Personnel (AM)	1	3	2	3	2	2		2	2
17	Personnel (PM)	1	3	2	3	2	3		3	
18	Personnel (AM)	1	3	2	3	2	3		2	2
18	Personnel (PM)	1	4	2	3	2	3		3	
19	Personnel (AM)	1	3	2	3	2	3		3	2
19	Personnel (PM)	1	4	2	4	2	3		3	
20	Personnel (AM)	1	4	2	3	2	3		3	2
20	Personnel (PM)	1	4	2	4	2	4		3	

APPARATUS STAFFING FOR INCIDENT RESPONSE

A. Incident Response Criteria

- After marking enroute, the company officer of each fire apparatus must switch to the assigned fireground channel and advise how many personnel are staffed on the apparatus.
 - For example, "E27 on fireground #, enroute with 2."
- Apparatus staffing shall be as assigned unless otherwise outline below.
- A minimum of three (3) personnel shall respond on a fire engine and tower as possible.
- The District 26 supervisor has the discretion to adjust the response as indicated and required by the nature of the event.

B. General Incident Response

- Station 26 Response –
 - 6 Personnel – engine only response with three (3) personnel.



Miami Township Fire and EMS Operating Procedures

TITLE:

STAFFING OPERATING PROCEDURE

#402

- b. 7 Personnel – engine only response with four (4) personnel.
2. Station 27 Response –
 - a. 4 Personnel – engine only response with two (2) personnel.
 - b. 5-6 Personnel – engine only response with three to four (3-4) personnel.
3. Station 28 Response – all personnel will respond on the engine or tower as dispatched.
4. Station 29 Response –
 1. 2-3 Personnel – all personnel will respond on the engine.
 2. 4 Personnel – engine only response with two (2) personnel.

C. Car Fire Response

1. Station 26 Response –
 - a. 6 Personnel – engine only response with three (3) personnel.
 - b. 7 Personnel – engine only response with four (4) personnel.
2. Station 27 Response –
 - a. 4 Personnel – if Medic 27 is in quarters, one (1) person will move to Engine 27.
 - b. 5 Personnel – engine only response with three (3) personnel.
3. Station 28 Response – all personnel will respond on the engine.
4. Station 29 Response –
 - a. 2-3 Personnel – all personnel will respond on the engine.
 - b. 4 Personnel - if Medic 29 is in quarters, one (1) person will move to Engine 29.

D. Structure Fire And Structure Fire With Entrapment

Structure Fire and Structure Fire with Entrapment type incidents require a uniform response by all units whether in or out of district.

All units will respond in an emergency mode.

1. Station 26 Response –
 - a. 6 Personnel – if Medic 26 is in quarters, one (1) person will move to Engine 26.
 - b. 7 Personnel – respond on apparatus as assigned.
2. Station 27 Response –
 - a. 4 Personnel – engine only response with four (4) personnel.
 - b. 5 Personnel – if Medic 27 is in quarters, one (1) person will move to Engine 27.
 - c. 6 Personnel – respond on apparatus as assigned.



Miami Township Fire and EMS Operating Procedures

TITLE:

STAFFING OPERATING PROCEDURE

#402

3. Station 28 Response – all personnel will respond on the engine or tower as dispatched.
4. Station 29 Response – all personnel will respond on the engine.

E. Brush Fire Response

Station 27 will manage all Brush Fire Responses. A uniform response shall be done within Miami Township and for a mutual-aid request.

1. 4 Personnel – Engine 27 with two (2) personnel and Brush 27 with two (2) personnel.
2. 5-6 Personnel – Engine 27 with three to four (3-4) personnel and Brush 27 with two (2) personnel.

F. Ice/Water Rescue Response

Ice/Water Rescue type incidents require a uniform response within Miami Township and for a mutual-aid request.

The following resources will be committed to any Ice/Water Rescue response:

1. Station 26 Response –
 - a. Engine 26, Rescue 26 and Boat 26 –
 - One (1) person will be assigned to drive/tow Rescue and Boat 26 (when applicable).
 - A second person will be assigned to don the Mustang Suit for ice and/or cold water incidents.
2. Station 27, 28 or 29 Response –

The response of additional resources will be managed by the Run Card and/or the District 26 supervisor.

 - a. One of the personnel of the other responding engine company will be assigned to don the Mustang Suit for ice and/or cold water incidents.

G. "High Speed" Highways or Multi-lane Roadways

1. Refer to *Roadway Operations OP #702*.

H. Fire Alarm

Fire alarm activations, residential or commercial, will have two MTF&EMS fire apparatus dispatched. Only the dispatched apparatus should respond unless otherwise directed by the District 26 supervisor.

First due units will respond in an emergency mode. All other in-coming companies will respond in a non-emergency mode.

There will be no response by an ambulance, except for Medic 27 and Medic 29 as indicated below.

1. Station 26 Response – engine only response with three (3) personnel.
2. Station 27 Response –



Miami Township Fire and EMS Operating Procedures

TITLE:

STAFFING OPERATING PROCEDURE

#402

- a. 4 Personnel – if Medic 27 is in quarters, one (1) person will move to Engine 27.
- b. 5 Personnel – engine only response with three (3) personnel.
3. Station 28 Response – all personnel will respond on the engine or tower as dispatched.
4. Station 29 Response –
 - a. 2-3 Personnel – all personnel will respond on the engine.
 - b. 4 Personnel – if Medic 29 is in quarters, one (1) person will move to Engine 29.

I. Ambulance Response With One Person

1. Whenever possible, the single person in an ambulance shall establish a hydrant connection if dictated by the incident.
2. A single person arriving on the scene in an ambulance shall report to the Incident Commander for assignment.
3. The Incident Commander may assign that person to a crew of less than three (3) personnel.

J. Mutual-aid Request

The responding engine or tower company shall be staffed with a minimum of three (3) personnel whenever possible.

1. Station 26 Response – engine only response with three (3) personnel.
2. Station 27 Response –
 - a. 4 Personnel – engine only response with four (4) personnel.
 - b. 5 Personnel – engine only response with three (3) personnel.
3. Station 28 Response – all personnel will respond on the engine or tower as dispatched.
4. Station 29 Response – all personnel will respond on the engine.

K. Ambulance Response Requiring A Third Person

1. When a third person is required to transport with an ambulance to the hospital, that individual shall be picked-up from the hospital as quickly as possible.
 - a. Stations 26, 28 and/or 29 –
 - It is preferable that the District 26 supervisor pick up the individual.
 - If necessary, the company who provided the third person shall pick up the individual at the direction of the District 26 supervisor.
 - b. Station 27 –
 - Engine 27 will pick up the individual.
2. Transports to Bethesda North Hospital are the only cases where this permission applies.