

STANDARD OPERATING GUIDELINE NUMBER

APPROVED:

SUBJECT: FFRS

PURPOSE: To establish policies and procedures for use of the FFRS System for volunteers.

POLICY: All volunteer personnel will correspond according to the following policies and procedures.

AUTHORITY & RESPONSIBILITY: It will be the responsibility of all volunteer personnel to follow the established policies and procedures.

FFRS STATION NUMBERS:

I. Program your FFRS station numbers on your telephones speed dial.

PROCEDURE:

Program your FFRS station numbers on your mobile telephones (can also be added to your home and work phones) speed dial. Assign speed dial number 1 to your station number 1, speed dial number 2 to station number 2, etc. Your FFRS station numbers are posted above.

PURPOSE:

Programming your station numbers on your speed dial enables you to press one button and then set the phone down when responding to an incident. This allows you to quickly call the FFRS station number when dispatch taps you out, enabling you to focus on driving to the station in a safe manner.

II. Register your response if you're responding to a dispatch.

PROCEDURE:

If you are tapped out by dispatch and are able to respond, immediately register your response by speed dialing the FFRS Station number that you will be responding to. This call takes about 5 seconds and should be made as you get dressed or walk to your vehicle.

PURPOSE:

To provide agency personnel with responding resource totals. This enables command, career, and first arriving volunteer personnel to make informed decisions on when to go en route with emergency apparatus.

III. Review FFRS display prior to going en route with emergency apparatus

PROCEDURE:

If you are at the station when dispatch taps out an alarm or are among the first volunteers to arrive at the station, review the FFRS display to determine your responding manpower totals prior to going en route with emergency apparatus.

PURPOSE:

Knowing which volunteers and how many are responding enables you to make an informed decision on when to go en route with emergency apparatus. This review should take about 5 seconds. It will keep volunteers from getting left behind unintentionally, and/or eliminate waiting for volunteers who “might” be showing up but are not responding.

IV. Check out of FFRS after returning from an alarm.

PROCEDURE:

Upon returning to the station after an alarm, and when you are ready to leave the station, check yourself out of the FFRS application by clicking on your name and confirming the “checkout” action.

PURPOSE:

To remove yourself from the FFRS application and keep track of the time spent on each call.

APPROVED

FIRE CHIEF