



Scarborough Fire Department

B. Michael Thurlow, Fire Chief

GENERAL ORDER

TO: ALL PERSONNEL ORDER #: 16-004 DATE OF REVISION: 07/22/2016
SUBJECT: ON DUTY CREW RESPONSE PROCEDURES DATE RECORDED:

PER ORDER OF: *B. Michael Thurlow*, Fire Chief

The following procedures shall outline how the on-duty personnel shall respond based on the number of personnel on duty and the type of incident. Please note the staffing below excludes the full-time EMS crews assigned to the ambulances.

General Response Standard - based on the number of FF/EMTs on duty

# Personnel On-Duty	No. Scarborough		Black Point / Dunstan		Oak Hill	
	EMS or 1-unit response	Box Alarm response	EMS or 1-unit response	Box Alarm response	EMS or 1-unit response	Box Alarm response
1	1	1	1	1 – ladder	1	1 E7 is 1 st out
2	2	1-E5 / 1-T1 (if both go)	2	1-E1/E6 1-L1/L2	2	2-E7 unless SQ7 goes
3	2 respond 1 covers	2-E5 / 1-T1 (if both go)	2 respond 1 covers	1-E1/E6 2-L1/L2	N/A	N/A
4	N/A	N/A	2 respond 2 cover	2-E1/E6 2-L1/L2	N/A	N/A

- 1st unit out responds to first call with the appropriate apparatus for that call type
- When 3 or more are on-duty coverage for the other apparatus at the station is denoted

Special Circumstances

- In all cases of a confirmed working incident, including codes, all responders on duty shall respond within their district
- When SQ7 responds out of district leave one FF/EMT back to cover E7 if more than 1 on duty
- Use the IAR software to monitor for call member response to the station to maximize crew size
- Notify the dispatcher via radio when the station is empty or when staffed apparatus is unmanned so all members will hear the radio traffic to assist with maintaining situational awareness
- When responding out of town to a working incident or station coverage each apparatus should wait to respond with a crew of 3 either on the truck or enroute direct. If you have insufficient crew request a re-tone and/or check with the Duty Officer.

Automatic Response to other districts

- Due to uncertain call member response from 1800 - 0600 hrs. one FF/EMT shall automatically respond from Black Point or Dunstan stations to all incidents in districts 3 & 4 with the appropriate apparatus until they are notified they are not required. This does not apply to Mutual Aid calls.