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**Department of Emergency Services  
Fire-EMS Division  
Standard Operating Procedures**

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## General Policies

Subject: Emergency Relief  
Revised: 8-21-02  
Section: 211.00

### 211.01 Purpose

To provide Fire-EMS Division personnel with the policy and guidelines concerning emergency relief.

### 211.02 Policy

- A. In the event of an urgent emergency involving an on-duty member's family, said member may request, through the Shift Lieutenant or Officer-In-Charge, to be relieved from duty on an emergency basis.
- B. The Shift Lieutenant or Officer-In-Charge shall determine the urgency of the situation and may proceed as per one of the following:
  1. If the situation warrants immediate relief of the member and current conditions will allow, said member may be released as soon as possible without waiting for the arrival of a qualified relief member.
  2. If the situation is one which requires relief of the member, but is not urgent, said member may be released upon the arrival of a qualified Fire-EMS member.
- C. Appropriate log entries and changes to payroll records shall be made by the involved officer.
- D. The Officer-In-Charge shall insure that proper coverage is provided whenever a member is relieved under emergency conditions.

### 211.03 Scope

- A. Emergency relief is designed to provide members with a means of being relieved from duty on a temporary basis due to a need arising from a family emergency.
- B. Emergency relief should be requested by members only when a bonafide emergency situation exists.

### 211.04 Procedure

- A. A member in need of emergency relief shall contact his immediate supervisor and request same.

- B. The involved Officer-In-Charge shall interpret and apply Fire-EMS Division policy.
- C. The appropriate entries to logs and records shall be made.
- D. Proper coverage shall be provided.