
Ocean City Fire Department
Standard Operating Guidelines

General Policies

Subject: Emergency Recall
Revised: 4-24-2012
Effective: 9-01-2012
Approved: 4-24-2012
Section: 236.00

236.01 Purpose

To provide a policy and guidelines for recalling off-duty Fire-EMS personnel during emergency operations.

236.02 Policy

- A. All Division personnel are subject to emergency recall.
- B. Whenever it is determined by an Incident Commander or a Command Officer that an emergency will soon exceed or has already exceeded the capabilities of the entire on-duty staffing, that Officer shall be able to obtain additional Division personnel by recalling off-duty personnel.
- C. Personnel contacted to report for duty during an emergency recall who are ill, under the influence of medication, or under the influence of alcohol, to such an extent that their judgment and/or coordination is impaired, shall refrain from participating in the emergency recall.
- D. Personnel who have been contacted for an emergency recall and who were unable to return to duty shall, upon their first day returning to work, submit a memo to their shift Lieutenant explaining the reason they were unable to return to duty. This memo shall be forwarded to the shift Captain and Command Staff for review.

236.03 Procedure

Upon a request for off-duty personnel to be recalled, the following procedure shall be activated.

- A. The Emergency Communications personnel shall contact appropriate number of personnel requested by an Incident Commander or Command Officer by the paging system currently in operation.
- B. If the Incident Commander is responsible for requesting the emergency recall of off-duty personnel, the on duty Fire-EMS Officer in Charge will be immediately notified of this emergency recall.

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- C. If an emergency recall is in operation and the current paging system is not in operation, a Command Officer will be requested to report to the Communications Center to assist with the necessary phone calls to attain the appropriate number of personnel for the emergency recall.
- D. Personnel contacted will report to an official staging area with full personal protective equipment or other equipment that was designated when contacted.
- E. A list of all personnel's current home and work telephone numbers will be maintained in the Communications Center.

236.04 Recording Of Time For Off-Duty Personnel

The officer with oversight of the recalled personnel shall see that their names are forwarded to the on duty OIC who will record in the Shift Log when the personnel reported for and were released from duty.

236.05 Types Of Emergency Recall

- A. Class 1 activation – all available personnel report to the closest fire station and await transport to the scene. If no transportation is available, report to the scene. In both situations, have personal protective equipment and personal radio with you.
- B. Class 2 activation – only those personnel contacted report to the closest fire station and await further instructions. Have personal protective equipment and personal radio with you.

236.06 Heightened Alert Status

Should a heightened alert status be in effect at the state or national level, all personnel must be available by the paging system and within a one (1) hour response time to the Ocean City Emergency Operations Center. If not, it is the responsibility of the Division member to notify a Division Command Officer of their whereabouts and estimated time of response to Ocean City if needed and how to communicate with them.