
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Emergency Recall
Revised: 11-23-2022
Effective: 02-03-2023
Approved: 12-21-2022
Section: 236.00

236.01 Purpose

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

236.02 Policy

- A. All Career 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 utilizing time stamps that are entered into CAD by Ocean City Communications. These time stamps trigger push notifications to be sent to personnel through the Chief Mobile app. Time stamps are as follows:
 - 1. EMS 1 – Out of Ambulance Crews; immediate coverage needed (10 minute or less response desired);
 - 2. CVAC – Out of Ambulance and Fire Crews; immediate ambulance and engine company needed (10 minute response or less desired);
 - 3. 2ALM – 2nd Alarm immediate assistance needed, 2nd alarm emergency (10 minute response or less desired);
 - 4. 3ALM – 3rd Alarm immediate assistance needed, multiple alarm upgrade (20 minute response or less desired);
 - 5. 4MCB – 4th Alarm immediate assistance needed, multiple alarm upgrade – all members are required to report (30 minute or less response time desired).
- 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.

236.03 Procedure

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

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- A. As directed by either the on-duty OIC, other OCFD Command Officer, or as an automated function of the CAD system, the appropriate time stamp will be
- B. Personnel contacted will report to ~~an official staging area~~ a station or location determined by the on-duty OIC, with full personal protective equipment
- C. A list of all personnel's current home and work telephone numbers will be maintained in the Red Alert records management system.

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 Chief Backstage scheduling system when the personnel reported for and were released from duty; personnel responding to the emergency recall will be paid for a minimum of three (3) hours.

236.05 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.