

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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SPECIAL OPERATIONS

SOP#: SO 11.00

Title: Extreme Weather Emergencies &
Natural Disaster Call Back Policy

Effective Date: 08/12/2011

Revised Date: _____



Fire Chief's Signature



City Manager's Signature

**Extreme Weather Emergencies and
Natural Disaster Call Back Policy**

I. PURPOSE

The purpose of this policy is to provide guidance for career personnel with regard to severe weather call backs. It is important as ***essential personnel*** that we each understand what is expected of us during these events.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. APPLICABILITY

All career staff

III. POLICY

It is the policy of the City of Poquoson Fire/Rescue Department that the following procedures take place in the event of severe weather:

- **72 hours in advance of event:** ***It is your responsibility*** to make the on duty Battalion Chief aware of the phone number where you can be reached for further notifications if it will be different from the number listed on the emergency callback list.

Continue your normal activities, but take this time to make sure that your property is secured and your family is safe. You are on alert until the event is over, this means you monitor the event and ready yourself for possible future response.

- **48 hours in advance of event:** Continue your normal activities and continue to monitor the event. Keep the on duty Battalion Chief aware of any changes in phone numbers. Keep a check on the City's website as well as checking your city e-mail for any important messages or updates.
- **24 hours in advance of event:** Make sure you have your assigned radio with you in the event phones are not working. Continue to monitor the event and **be prepared.** Be in the area for a possible call back to duty. If call backs are authorized they will take place during this period. You will be expected to return to duty if ordered to do so. For significant events, if personnel are called back for an "all hands" response all leave shall be considered cancelled. For lesser emergencies, should it become necessary to augment a shift with additional personnel; first all leave would be cancelled then overtime personnel would be used.
- It is your responsibility to take whatever steps necessary to return

to duty at the requested time and place. Failure to return will be dealt with in the most severe manner under the City's Personnel Policy Manual.

- Once the EOC is activated, the Chief and the Deputy Chief will be located there.
- The on duty Battalion Chief will be in-charge of operations in the field. This responsibility will change to the next Battalion Chief with the rotation of shifts.
- Keep in mind that three shifts may be divided into two shifts and staff placed on 12 hour rotations depending on the expected duration of the event.
- If this is an extended event other Officers may be requested to pull duty in the EOC.
- Come prepared to take care of all your personal needs for 3 days/72 hours (meds, clothes, food, etc.)