



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
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Standard Operating Guidelines

SOG NO.: KP-1-0009
SOG TITLE: DUTY CREW
ADOPTION DATE: 01/92
REVISION DATE:
NO. OF PAGES: 3

Purpose: To establish procedures and policies in regards to the duty crew.

The Allendale Road Station has facilities for a nighttime Duty Crew to facilitate rapid night response to fires/emergencies. Staying Duty Crew is open to all regular Firefighters, and probationary members who have the permission of the Training Officer and Fire Chief. The Duty Crew will consist of a Driver, and as many Firefighters who wish to stay on any given night.

Interested persons may sign up for Duty Crew on the list posted outside the Duty Crew Room. "Regular Crews" are not desirable, but their creation is inevitable.

Duty Crew rules, regulations, and guidelines are posted outside the Duty Crew Room (see Attachment) and shall be followed at all times.

In the event of inclement weather, other Firefighters may wish to stay at the Fire Station as a "Snow Crew". There is no problem with this, but those who have signed up for regular Duty Crew will always have first preference of the use of the facilities.

1. All Firefighters who wish to stay on the Duty Crew must sign up on the Duty Crew Roster.
 - A The Roster will be posted on the bulletin board outside the Duty Crew Room

- B. The Duty Crew Roster will be determined on a weekly basis.
2. Duty Crew members must provide some kind of bed covering. Sleeping on the mattress covers without some kind of sheet, sleeping bag, etc. is absolutely forbidden. Failure to comply with this rule will result in a permanent ban from Duty Crew eligibility
 3. Any Firefighter found to be under the influence of alcohol while on the Duty Crew shall be suspended from the Company (see Rules and Regulations). It is recommended that no member consume alcoholic beverages at least one hour prior to then serving on the Duty Crew.
 4. Duty Crew hours shall be from 2330 HRS to 0800 HRS,
 5. All Firefighters who have stayed Duty Crew will sign the Log Book upon leaving the Bunk Room. Any Firefighter not signing the Log will be given one warning, and after that prohibited from staying Duty Crew for a period of one month.
 6. The Crew shall be in quarters (Bunk Room, TV Room, etc.) no later than 2330 HRS. No member of the Duty Crew can be in the Bar later than 2330 HRS.
 7. The Duty Crew will consist on the following:
 - A. Driver - qualified on Engine 47-2 and Rescue 47
 - B. Director
 - C. Two Crew members qualified on air packs

This shall be the minimum response crew.

For the present, the Duty Crew shall be limited to Four Firefighters.

8. The Duty Crew, when complete, shall respond to all fire calls in 47's First Run District without having to wait for additional manpower.
9. When dispatched during Duty Crew hours, the Director will acknowledge the call over the radio by stating the status of the Duty Crew:

- i.e. "Station 47, ok on the location, crew complete."
- "Station 47, ok on the location, driver needed."
- "Station 47, ok on the location, crew needed."

10. For special types of calls, the duty crew will not respond immediately upon dispatch:
 - A. Rescue Calls - wait for additional manpower
 - B. Assist Calls - wait for additional manpower and an Officer
 - C. Stand By - duty crew will not respond to stand by calls.
11. At the end of the shift, the Duty Crew will remove all personal items from the Duty Crew Room and the bathrooms and personal items left without the expressed permission of the Chief will be discarded.
12. The Duty Crew will have first priority of responding on the first out apparatus during Duty Crew hours. Drivers and Crew will not be "bumped" for any reason. The only substitution permitted will be in the Director's position, where Officers shall have first priority.
13. No school students will be permitted to stay Duty Crew on school nights (Sunday - Thursday) without the permission of the Fire Chief; and a note from their parents granting parental consent.
14. No Firefighter will be permitted to stay Duty Crew for more than three nights during any week, or more than two consecutive nights.
15. Set crews will be permitted at the time being.
16. The Duty Crew will be permitted to take the apparatus out of the Fire Station prior to turning in under the following conditions:
 - A. They have the permission of an Officer
 - B. The crew is complete and ready to respond
 - C. It is not after 0000 Hours and there is a specific destination
----- no "joy riding"