

## HARRISONBURG FIRE DEPARTMENT

<b>STANDARD OPERATING PROCEDURES</b>	
<b>CHAPTER:</b> Management and Administration	
<b>SECTION:</b> General	<b>S.O.P. #:</b> 1.1.28
<b>SUBJECT:</b> Continuity of Operations – Minimum Staffing	<b>DATE:</b> 03/17/2020

**PURPOSE:** The Harrisonburg Fire Department is charged with providing essential emergency and non-emergency services to protect the community of Harrisonburg. Natural and man-made disasters that affect the community have the potential to affect the uniformed and civilian personnel of the Department, and therefore impact the Department’s ability to provide essential services. Under a wide array of circumstances, The Department may implement temporary practices under extraordinary circumstances. Although no policy or SOP can envision every possible circumstance the that community may face, this SOP is written as a guideline for decision-making.

**SCOPE:** This policy applies to all City of Harrisonburg Fire Department personnel

### **DEFINITIONS:**

**POLICY:** It shall be the policy of the Harrisonburg Fire Department to ensure a minimum level of capability to respond to calls for service in the City of Harrisonburg. The normal minimum daily staffing level in the HFD shall be seventeen (17). Under extraordinary circumstances, as defined by the Fire Chief (or designee), the minimum staffing level may be reduced.

### **PROCEDURE:**

- I. Daily Staffing
  - a. The normal staffing level in the HFD shall be three (3) personnel on each engine, four (4) personnel on Tower 1, and one (1) personnel on Battalion 4.
  - b. The Fire Chief, or designee, has the authority to increase or decrease staffing based on the needs of the City.
  - c. The Fire Chief, or designee, has the authority to alter work hours and/or shift schedules of employees, in accordance with City policy and/or direction from the City Manager under exigent circumstances.
- II. Temporary Reduction in Staffing
  - a. When deemed necessary to reduce daily staffing, the following matrix should be followed (in all cases, the Fire Chief has the authority to amend daily operational staffing):
    - i. Cancel all forms of Educational Leave
    - ii. Cancel all Kelly Days
    - iii. Cancel all Holidays
    - iv. Cancel all Vacation Leave and PTO (Paid Time Off)
    - v. Reduce staffing on Tower 1 from four personnel to three personnel
    - vi. Reduce staffing on Engine 28 from three personnel to two personnel
    - vii. Reduce staffing on Engine 26 from three personnel to two personnel
    - viii. Reduce staffing on Engine 23 from three personnel to two personnel

## HARRISONBURG FIRE DEPARTMENT

<b>STANDARD OPERATING PROCEDURES</b>	
<b>CHAPTER:</b> Management and Administration	
<b>SECTION:</b> General	<b>S.O.P. #:</b> 1.1.28
<b>SUBJECT:</b> Continuity of Operations – Minimum Staffing	<b>DATE:</b> 03/17/2020

- ix. Reduce staffing on Engine 25 from three personnel to two personnel
- x. Reduce staffing on Tower 1 from three personnel to two personnel.
- xi. Coordinate with Rockingham County Fire Rescue to determine coverage capability to consider allowing 408 and/or 418 to cover a respective City district and a corresponding Engine 23 or Engine 26 to cover a County district.
- xii. Place Engine 26 out of service and re-locate personnel to Engine 28
- xiii. Place Engine 25 out of service and re-locate personnel to Engine 28
- xiv. Place Tower 1 out of service and relocate personnel to Engine 28 (response of apparatus from station 1 at the discretion of the incident type)
- xv. Place Engine 23 out of service and relocate personnel to Engine 28
- xvi. Move all personnel to a 24-hour on/24-hour off schedule and follow the same staffing matrix outlined herein.
- xvii. Battalion 4 staffed by Department Duty Officer
- xviii. Consider suspending the requirement to have an ALS provider on duty at all times.
- xix. Consider state-wide mutual-aid request (viability will depend on scope and severity of predicating circumstances) if unable to sustain at least one Engine with four (4) personnel.