



# POLICY MANUAL

## Personnel – Miscellaneous

### Disaster Guidelines

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Book Chapter Subject

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3.0 Purpose: Establish Disaster Policy and Guidelines for On and Off-Duty Personnel.

3.01 Scope: All Fire Department Personnel.

#### 3.02 **GUIDELINES**

In order to complete the Emergency Services Plan for the Fire Department, some instructions of emergency operations need to be assembled. They will, of course, vary with the type of emergency. The intent is to make them simple and immediate. Segments of personnel actions will be divided between on and off-duty status.

#### 3.03 **OFF-DUTY**

Off-duty personnel will immediately take care of their family's needs and will be expected to report to their assigned work area (even if not contacted directly). If they are unable to reach that location, Headquarters Office will be the alternate reporting point. Should there be some danger to the member's immediate family or the residence is to be evacuated, the family may accompany the member to his place of duty. Every effort to reach your duty assignment should be made. Rescheduling of shifts will occur after a determination of the disaster's impact and length is made.

#### 3.04 **ON-DUTY**

An extreme effort will be made to keep the apparatus and personnel in a state of readiness. Example: In the event of an earthquake, the equipment will be taken out of the building. This procedure is not recommended unless there is a leak indicated. Actions of Company Officers will be practical and flexible so as to meet any situation that could jeopardize the Department's response capabilities. Families of on-duty personnel may report to a Fire Department Facility that is most convenient to reach during a disaster.