



Manhattan Fire Protection District

SOP #: 144-1	Effective Date: 05/27/15	Revised Date: 06/20/16
Section: Administration		
Subject: General Alarms/Callbacks		

PURPOSE:

The purpose of this procedure is to ensure that all members of the Manhattan Fire Department have knowledge of when a general alarm/callback shall be called and how to call for a general alarm.

SCOPE:

This procedure will apply to all personnel that may call for a general alarm / callback (Fire Officer's/Acting Officer's).

DEFINITIONS:

None

GUIDELINE:

A callback and/or general alarm is called for back-filling the district with manpower when manpower drops below 3 on-duty personnel, total, in the district. The Officer in charge, Fire Chief, Deputy Chief and/or Duty Officer shall call the general alarm/callback. The following are examples, but not limited to, of when to call a general alarm/callback: back-to-back ambulance calls, working structure fires, auto accidents with multiple transports, hazardous materials incidents and technical rescue incidents. All members of the fire department shall respond to their respective station when a general alarm/callback is requested. When calling a general alarm/callback, requesting change of quarter's companies (engine and ambulance) should be considered, unless adequate manpower responds to the callback/general alarm and an Engine and Ambulance is staffed. When responding to a callback/general alarm, members shall contact the Incident Commander via radio or cell phone for direction. The Incident Commander will determine if more personnel or apparatus is needed at the incident or not. If not, members shall ensure an engine and ambulance is staffed prior to returning any mutual aid/change of quarters companies. If directed to respond to the scene, there shall be a minimum of 3 qualified (certified firefighter, officer/acting officer, driver/operator) personnel on the fire apparatus. Members on the ambulance shall be able to respond in the ambulance, 1 paramedic and 1 EMT-basic at a minimum.



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Part-time members responding back for a general alarm/callback will be compensated for their time. Part-time members shall be compensated their regular hourly rate. The time shall be documented on the daily shift roster and Overtime Sheet, from the time of the general alarm callout until released by the Lieutenant/Acting Officer. It shall be the employee's responsibility to document his/her time with the Shift Lieutenant/Acting Officer. Compensation for career members shall refer to the Collective Bargaining Agreement between the Fire District and Local 4991.

SAFETY CONSIDERATIONS:

None

SPECIAL CONSIDERATIONS:

When requesting a general alarm/callback, the individual calling the general alarm shall contact Lincoln Way Dispatch via radio/cell phone and request a general alarm/callback. Lincoln Way Dispatch shall then set Manhattan tones off to alert the fire department members as well as send out a text message to Manhattan Fire Protection District members.

Approved By:

Signature: Daniel Forsythe

Date: 06/20/16