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Title: Emergency Response Plan

Authorized By: 

I. Policy

The Department of Fire and EMS will use this plan as our standard to determine appropriate levels of response. A response level is required during emergency conditions, such as natural disasters, terrorist threats and activities, or other emergencies that affect the safety and welfare of our community. The Director of Fire and EMS will determine the appropriate level of response to all threats to public safety. The level of response is a continuous process that is dictated by circumstances and available information. While some situations can be planned, there will likely be situations that occur without notification.

II. Scope

In emergency situations that affect public safety in Prince George County, it is our responsibility to protect the life and property within our community. Prince George County Department Fire & EMS will respond accordingly to threats that affect public safety, while simultaneously providing fire, rescue, and emergency medical services to our community. It is essential that the Department of Fire and EMS be prepared to provide maximum resources to execute our capabilities.

III. Definitions

While these levels appear to be similar to the Emergency Operations Center's status levels, department personnel should not confuse these levels.

A. ERP- I – Normal Department Activities

There is no immediate threat to the overall public safety in our community.

B. ERP- II – Increased Readiness

Available intelligence resources provide advanced notice that an emergency situation has a possibility of occurring within Prince George County or surrounding localities.

C. ERP- III – Limited Department Resource Activation

Available intelligence resources provide advanced notice that an emergency situation has a probability of occurring within Prince George County, surrounding localities, or has occurred in a surrounding locality and has the likelihood of affecting our ability to provide emergency services in Prince George County.

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- D. ERP- IV – Partial Department Resource Activation
An emergency situation is imminent or has already occurred. The emergency situation moderately affects the emergency services that Fire and EMS provide.
- E. ERP- V – Full Department Resource Activation
An emergency situation is imminent or has already occurred in Prince George County that severely affects the services that Fire and EMS provide.
- F. Level-I Dispatching
Normal dispatching procedures prevail.
- G. Level-II Dispatching
All stations are notified via radio that normal dispatching procedures are suspended until further. Only a pre-alert tone will be initiated across the Fire/EMS dispatch channel. The appropriate companies will be notified of the call.

IV. Procedures

- A. Notification System
 1. Prince George County has a policy that all member contact information should be updated as the information changes.
 2. While department personnel privacy should and will be respected, there will be circumstances that occur that require every member's assistance.
 3. Contact with department personnel will likely occur through immediate supervisors and Company Chiefs. However, as available information and situations change, this responsibility may be delegated to other members of this Department.
 4. All supervisors and Company Chiefs will be responsible for maintaining a roster before an emergency situation occurs. The roster should include home phone, cell phone, pager number, and e-mail address information.
 5. All communications will be conducted through telephone or text messaging. Until positive contact is made (i.e., telephone conversation or text message response), immediate supervisors will assume the message was not communicated.

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6. If an incident requiring a call-back occurs near the time of shift change, the off-going shift shall be held over until released by the on-duty supervisor.
7. Career personnel recalled to duty shall report within a reasonable period of time after being notified and report to their designated duty site. A reasonable time period will be determined between the personnel and Supervisor/Designee at the time of contact.
8. Personnel arriving at their duty site shall notify the on-duty Supervisor/Company Officer and will receive their assignment at that time.
9. Personnel shall not vacate their duty assignment until released by their direct supervisor.

B. Special Teams Response

1. Employees assigned to special teams may be allowed to respond to mutual aid incidents involving hazardous material, technical rescue, or water rescue if staffing levels are adequate for the current ERP level.
2. Off-duty employees responding for special team's incidents shall notify the on duty shift supervisor in reasonable period of time after being notified and report to a designated location.
3. Employees shall report back to the on-duty supervisor at the time of being released by the incident commander.
4. The on-duty supervisor will make an attempt to refill staffing to current ERP level requirements.
5. The employee shall complete an overtime form on the next scheduled work day and submit the form with the next scheduled timesheet.

IV. Required Action

- A. The Director of Fire and EMS shall be notified of any situation that may invoke an increase in readiness level. Please note that staffing changes may occur at different levels.

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1. ERP- I – Normal Department Activities

- a. Normal activity occurs.
- b. Department personnel should be able to return phone or text messages within a reasonable amount of time.
- c. Fuel levels should not drop below one-half of a tank on emergency vehicles.
- d. Issued equipment and normal station attire should always be available and ready for use.
- e. Level I dispatching will be used.
- f. Ambulances will be staffed at Stations 5, 6, 7, and 8 for 24 hours.
- g. Engine 8 will be staffed when personnel are available from 0900-1700 Monday through Friday.

ERP-I/II Work Schedule (Normal Work Cycle)

A Shift	B Shift	C Shift
Captain	Captain	Captain
Lieutenant	Lieutenant	Lieutenant
FF/Medic	FF/Medic	FF/Medic
Lieutenant	Lieutenant	Lieutenant
FF/Medic	FF/Medic	FF/Medic
Lieutenant	Lieutenant	Lieutenant
FF/Medic	FF/Medic	FF/Medic
Lieutenant	Lieutenant	Lieutenant
FF/Medic	FF/Medic	FF/Medic
Part Time FF/Medic	Part Time FF/Medic	Part Time FF/Medic
Part Time FF/Medic	Part Time FF/Medic	Part Time FF/Medic

2. ERP- II – Increased Readiness

- a. All department members should monitor the situation.

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- b. Department personnel should be able to return phone or text messages within 2 hours.
- c. Fuel levels should not drop below 3/4 of a tank on emergency vehicles.
- d. Issued equipment and normal work attire should always be available and ready for use.
- e. Notification to Company Chiefs will be made. Stand-by at stations is optional.
- f. Level I dispatching will be used.
- g. Ambulances will be staffed at Stations 5, 6, 7, and 8 for 24 hours.
- h. Engine 8 will be staffed when personnel are available from 0900-1700 Monday through Friday.

3. ERP- III – Limited Department Resource Activation

- a. All department personnel should monitor the situation through all available channels, such as portable radio, weather channels, and media releases.
- b. Department personnel should be able to return phone or text messages within 30 minutes.
- c. Emergency vehicles should be fueled with a full tank of fuel. Fuel levels should not drop below 3/4 of a tank.
- d. Equipment and supplemental work clothing should be stored in assigned vehicle.
- f. Volunteer Companies are encouraged to implement staffing programs.
- g. Shift schedules will be adjusted due to the likely need to ensure effective and efficient public safety coverage. Department personnel may be assigned to the ERP III work schedule.
- h. All days off may be cancelled, to include holiday and vacation leave.
- i. Part-time employees will be called for availability.

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- j. Ambulances will be staffed at Stations 5, 6, 7, and 8 for 24 hours.
- k. Engine 8 will be staffed when personnel are available from 0900-1700 Monday through Friday.
- l. Level II dispatching may be used.

ERP-III Work Schedule (Normal Work Cycle)

Shift 1 - 24 hour Operational Period	Shift 2 - 24 hour Operational Period	Shift 3 - 24 hour Operational Period
Captain	Captain	Captain
Lieutenant	Lieutenant	Lieutenant
FF/Medic	FF/Medic	FF/Medic
Lieutenant	Lieutenant	Lieutenant
FF/Medic	FF/Medic	FF/Medic
Lieutenant	Lieutenant	Lieutenant
FF/Medic	FF/Medic	FF/Medic
Lieutenant	Lieutenant	Lieutenant
FF/Medic	FF/Medic	FF/Medic
Part-Time FF/Medic	Part-Time FF/Medic	Part-Time FF/Medic
Part-Time FF/Medic	Part-Time FF/Medic	Part-Time FF/Medic

4. ERP- IV - Partial Department Resource Activation

- a. All department personnel should monitor the situation closely through all available channels, such as portable radio, weather channels, and media releases.
- b. Department personnel should be able to return phone or text messages within 15 minutes.
- c. Emergency vehicles should be fueled with a full tank of fuel. Fuel levels should not drop below $\frac{3}{4}$ of a tank.
- d. All equipment and supplemental work clothing should be staged in assigned station/vehicle.

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- e. All personnel arriving to assist during this level should have additional work clothing, extra boots, a personal hygiene kit, extra bottled water, fully charged cell phone, and other essential personal items available due to the likelihood of extended hours of duty.
- f. Department personnel may be assigned to the ERP IV work schedule.
- g. All days off may be cancelled, to include holiday and vacation leave.
- h. All available volunteers will be asked to report to their assigned station.
- i. Part-time employees will be utilized if available and needed to achieve staffing levels.
- j. Ambulances will be staffed at Stations 5, 6, 7, and 8 for 24 hours.
- k. Additional units may be staffed as authorized by the Director of Fire and EMS.
- l. Level II dispatching may be used.

ERP-IV Work Schedule (Normal Work Cycle)

Shift 1 – 24 hour Operational Period	Shift 2 – 24 hour Operational Period
Captain	Captain
Lieutenant	Lieutenant
FF/Medic	FF/Medic
Lieutenant	Lieutenant
FF/Medic	FF/Medic
Lieutenant	Lieutenant
FF/Medic	FF/Medic
Lieutenant	Lieutenant
FF/Medic	FF/Medic
Additional Personnel As Needed	Additional Personnel As Needed

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6. ERP- V – Full Department Resource Activation

- a. All department personnel will be on alert.
- b. Department personnel should be able to return phone or text messages within 10 minutes.
- c. Emergency vehicles should be fueled with a full tank of fuel. Fuel levels should not drop below $\frac{3}{4}$ of a tank.
- d. All personnel arriving to work should have additional work clothing, extra boots, a personal hygiene kit, extra bottled water, fully charged cell phone, and other essential personal items available due to the likelihood of extended hours of duty.
- e. Department personnel may be assigned to the ERP V work schedule.
- f. All days off will be cancelled, to include holiday and vacation leave.
- g. All available volunteers will be asked to report to their assigned station. Company Chiefs or the station liaison will assign available volunteers to 12 hour shifts.
- h. Ambulances will be staffed at Stations 5, 6, 7, and 8 for 24 hours.
- i. Additional units may be staffed as authorized by the Director of Fire and EMS.
- j. Level II dispatching may be used.

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ERP-V Work Schedule

Shift 1 - 12 hour Operational Period	Shift 2 - 12 hour Operational Period
Captain	Captain
Lieutenant	Lieutenant
FF/Medic	FF/Medic
Lieutenant	Lieutenant
FF/Medic	FF/Medic
Lieutenant	Lieutenant
FF/Medic	FF/Medic
Lieutenant	Lieutenant
FF/Medic	FF/Medic
Additional Personnel As Needed	Additional Personnel As Needed

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