

## **Falmouth Fire-EMS Operating Guideline**

### **Weekend Duty Officer**

#### **Objective:**

To provide weekend officer coverage for the Town of Falmouth for Fire and EMS.

#### General Information:

The weekend duty officer is on duty from Friday at 1800 hours until Sunday at 1800 hours. The weekend duty officer is expected to be in Falmouth during this time period in case they are needed to respond to an emergency. When not in the immediate area the weekend duty officer is expected to obtain coverage from another officer. The weekend duty officer is encouraged to take Utility 6 (or other assigned unit) home with them for the duration of the coverage period.

#### **Guidelines:**

##### General Response:

The following guidelines exist for the weekend duty officer:

1. The weekend duty officer is on duty from Friday at 1800 hours to Sunday at 1800 hours.
2. The weekend duty officer is expected to obtain coverage during any time that they are not in the Town of Falmouth and/or they are not able to respond to emergency calls.
3. The on-duty weekend duty officer will be identified in the weekly update sent out to the members on Fridays (when published).
4. The weekend duty officer may be any current officer of Falmouth Fire-EMS.
5. The weekend duty officer is expected to respond to all fire emergencies within the Town of Falmouth, during the weekend.
6. The weekend duty officer is expected to respond to EMS emergencies as needed and is expected to respond to backup EMS calls when needed as a driver or EMS provider. If the weekend duty officer is leaving town as part of an ambulance crew he/she will let dispatch know via the radio that they are out of the town.
7. The weekend duty officer will remain in town and not respond to mutual aid calls outside of the town unless needed to make up a sufficient crew or if an officer is needed. This keeps coverage within the town. If the weekend duty officer is leaving town as part of a crew he/she will let dispatch know via the radio that they are out of the town.

8. The schedule of weekend duty officers will be sent out to all officers in December and June for the next 6-months of coverage.
9. New officers or non-firefighting officers may not be assigned as a weekend duty officer.
10. This position may involve incident command at emergencies and responsibility for the operations of the Fire-EMS Department, including supervision and management of personnel.

### **Duties and Responsibilities**

The weekend duty officer:

- Is responsible for records management regarding incident reports and entering incident information into IMC software.
- Is responsible for coordination of issues that arise during the weekend, including: Office, Station and Medical Supplies, Uniforms, Turnout/PPE, Communications Equipment, Tools, Ladders, SCBA's, and Medical Devices.
- Is responsible for notifying the Fire Chief in the event of a personnel issue or injury, a major fire or EMS incident, a request from the press, and any other important time-sensitive events that come up.
- Responsible for ensuring that all types of rescue, fire suppression, hazardous material incidents, medical and other actions are managed in accordance with Department policies.
- As a member of the Command Team, decides operational methods to be employed and the need for additional assistance at all incidents.
- Directs and assists firefighters and EMS personnel and operates Fire-EMS apparatus and equipment when necessary.
- Ensures potential fire code violations observed are reported to the Assistant Fire Chief.
- Works directly with the public and resolves public complaints.
- Knows, understands and enforces Town and Department policies and procedures.
- Maintains open lines of communications with the Chief Officers, Captains, Lieutenants, Firefighters and EMS Providers as well as Dispatch in order to facilitate daily transition of work activities.
- Signs on as weekend duty officer on I Am Responding.
- Obtains coverage with another officer if leaving town during assigned weekend.
- Lets Fire Chief know of any Weekend Duty Officer scheduling changes.

These guidelines may be changed or altered by the Fire Chief at any time.