



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

STANDARD OPERATING GUIDELINE

TOPIC: Crew Captain Responsibilities	S.O.G. # 1.5a
Approved by: L. Dayton Haugh, Chief	Revised: 04/05/2008 BWS Approved:

I. Purpose

To provide a uniform description of the expectations and responsibilities set forth for the on-duty crew captain.

II. Responsibilities

A. To supervise the operations of his/her assigned crew, to include the following:

1. Ensure all apparatus are clean, properly stocked, checked and ready for response
2. Make crew assignments for the shift
Each crew to have a released driver and AIC
3. Enter initial staffing/line up into the Status Board and update as necessary.
4. Review call response time data of crew.
5. Approve observers and obtain the necessary Shift Duty Officer approval and waiver form.
6. Ensure all assigned chores are completed and the building is kept clean
7. Provide and/or arrange for crew training on a regular basis
Contact the Training Officer for assistance
7. Assign appropriate preceptors to observers and unreleased members
Follow up on progress of new/collecting members
8. Ensure crew compliance with applicable SOG's and by-laws. To include, but not limited to:
 1. Uniforms
 2. Evaluations
 3. Special incidents
 4. Standby participation
9. Keep crew members up to date on memos, notices and changes
10. Stay apprised of each crew members' status (released driver, AIC...)
11. Report and direct any special incidents that occur during the shift to the Shift Duty Officer. A Special Incident Report should be completed for all incidents and situations and placed in the Special Incident Report Mail Box. These incidents include, but are not limited to:
 1. MCI
 2. Special Rescue
 3. Personnel Matter
 4. Injuries to members
 5. Infectious Disease Exposure
 6. Scene Conflict
 7. Accidents involving a CARS apparatus
 8. Mutual Aid issue
 9. Exposures (needle sticks)

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10. Dispatch issue
 11. Media inquiries
 12. Ensure written patient care reports are properly completed and entered into computer in a timely fashion. All call sheets must be secured.
 13. Receive from previous and report to on-coming Crew Captain
 1. Condition of vehicles and building.
 2. Working incidents
 3. Any unusual situation or information pertinent to daily operations
- B. Be a knowledgeable resource
1. SOGs and by-laws
 2. Incident command system
 3. Radio frequencies
 4. TJEMS Guidelines
 5. Clinical Review and Training Committee and Membership Committee operations
 6. Important Contact People:
 - a. Assistant Chief of Operations
 - b. Deputy Chief who oversees the shift (day vs. night)
 - c. Duty Officers
 - d. Training Officer
 - e. Membership chair
 - f. Infection Control Officer(s)
- C. Participate in quarterly Operational Meetings
- D. Stay up to date with current policies, standard operating guidelines and by-laws
- E. Work directly with the Shift Duty Officer, keeping him/her apprised of all issues and incidents, and seeking their assistance in completing the above responsibilities as needed.

Comment:

III. Authority

- A. The on-duty Crew Captain is in charge of the building. Visiting members and non-members will not interfere with operations, and will remain or leave the building at the discretion of the on-duty Crew Captain.
- B. To effect the responsibilities set out herein the on-duty Crew Captain shall have the authority to suspend an on-duty member for the remainder of the shift, and direct that member to leave the squad property. The Shift Duty Officer should be involved in this decision. However, the on-duty Crew Captain may act immediately if necessary and the Shift Duty Officer should be notified as soon as possible. A Special Incident Report should be completed by the on-duty Crew Captain and the respective Deputy Chief notified.

Comment:

Comment:

IV. Qualifications

- A. Approval by the Chief of the Department
- B. Member of the department for 1 year.
- C. A released BLS provider for 6 months.
- B. IS-700: NIMS, An Introduction
- C. IS-800: National Response Plan, An Introduction
- D. ICS-100: Introduction to ICS or equivalent

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- E. ICS-200: Basic ICS or equivalent
- F. Hazardous Materials Awareness
- G. Vehicle Extrication
- H. Technical Rescue Awareness
- I. Fire Scene Awareness

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