



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

TOPIC: Officer On Call Responsibilities	S.O.G. # 1.3g
Approved by: Noah R. Hillstrom, Chief	Created: 1/6/20

STANDARD OPERATING GUIDELINE

I. Purpose

To provide a uniform description of the expectations and responsibilities set forth for the Officer on Call.

II. Responsibilities

- A. The Officer On Call, designated as Rescue 107, is a senior member selected by the Chief, who is available to help back up and support the on-duty Crew Captain.
- B. The Officer On Call should have some method of being notified of significant incidents at dispatch time, which may include (but not limited to) one or more of the following:
1. UHF pager
 2. Dispatch app such as Active911
 3. Text message notification from ECC
 4. Monitor radio traffic for significant and unusual incidents which include, but are not limited to:
 - Working fires that have multiple C-ARS apparatus responding.
 - Working special operations incidents.
 - Mass casualty incidents.
 - At the request of the Duty Captain.
- D. Be a knowledgeable resource
1. SOGs and by-laws
 2. Incident command system
 3. Radio frequencies
 4. TJEMS guidelines
 5. CRAT and membership committee operations

III. R-107 Expectations and Coverage:

1. Be available to answer the R-107 phone during the shift.
2. Be able to troubleshoot and handle odd phone situations.
3. If not running the duty shift or unable to answer phone during upcoming R-107 shift, email dutyofficer@rescue1.org as attempt to find coverage. Phone defaults to Schuyler if there is no one else available.



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IV. Disaster:

In the event of catastrophe (squad building on fire, ambulance crash with death, crew member seriously injured), R-107 will utilize a phone tree to notify the following:

1st: Contact Chief Hillstrom: 571-762-3205

2nd: Contact Assistant Chief Artis: 571-762-1785

3rd: Contact President Leavell: 434-953-7535

V. Authority

- A. The on-duty Crew Captain shall be the supervisor of the on-duty crew during the shift. Issues pertaining to personnel on a crew shall be dealt with by the on-duty Crew Captain who may seek assistance from the Assistant Chief, should the situation require immediate action. R-107 shall be immediately notified and the entire incident reduced to writing, by all parties involved using a special incident report.
- B. The on-duty Crew Captain shall contact the Officer On Call prior to any release of information to the media.