

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

SOG #:	6.303	Effective Date:	8/9/2012
Title:	Manpower Pool / Callback Personnel	# of pages:	3
Category:	Safety	Classification:	Red

1. **PURPOSE:** To establish a guideline for establishing a Manpower Pool and Manpower Officer

2. **PROCEDURES:**

Manpower Pool

1. At any large incident, such as an “All Hands” the IC should assign a Manpower Officer to assist in maintaining accountability on the fire ground. Normally this will be the first arriving Line Officer returning on callback.
2. If the event is early and for whatever reason a Manpower Officer has not been assigned the default assembly location will be at the front of the first due Engine until a permanent Pool location can be established.
3. The Manpower Officer will create a Manpower Pool where all responding personal will report. This location will be determined by the Manpower Officer and should be close to the scene but not so close as to encourage freelancing. There should be enough space to allow for the Rehab Group to be nearby. The location will be reported to dispatch and dispatch should repeat this information.
4. All arriving personal will report to this location regardless of **rank** and assist the Manpower Officer in setting up crews.
5. The Manpower Officer will work with the Accountability Officer to get an initial handle on the current situation and then start creating crews from available personal. The priority will be a RIT team and relief crews if not already established.
6. Crews will be then assembled with an officer (or senior firefighter) and at least 2 other firefighters. These members ID tags will be placed on a Tactron Passport. As the IC requests more assistance the next crew will be sent to the IC from the Manpower Pool.
7. The Manpower Officer will work closely with the Rehab Officer. As members exit the operations area they will be sent to Rehab Group. As members are released from the Rehab Group they will be directed to the Manpower Officer who will then reassign them to a crew.

8. It is important for all members of the department to follow this policy. The IC must direct **all** incoming members to the Manpower Pool. Otherwise freelancing will be difficult to curtail.

The Manpower Pool is not to be confused with Personnel Staging (as defined in the Staging SOG). At a significant event or one that would last more than one operational period the Personnel Staging would take over and the Manpower Pool would be deactivated.

Personnel Staging

A fire department member, or a mutual aid officer, will oversee this staging area and will maintain contact with the IC. Personnel Staging should be established for incidents that require large numbers of personnel to provide for frequent crew rotations, or extended operations (Example: *Multiple alarms, Hazardous Materials incidents, etc.*) This area should be within walking distance of the Command Post and remote from the incident. Rehab Group and Canteen Units should be incorporated into this area. The Personnel Staging Officer should coordinate with the Rehab Officer for proper resting and to assure the readiness of personnel.

Callback Personnel

Whenever the department has an all hands or greater (2nd Alarm) Fulltime personnel will be paged and call back to voluntary duty. The following assignments should be made.

1. The IC will assign a Safety Officer (usually next arriving Chief Officer)
2. The IC will assign an Accountability Officer (Car 9 or Senior Officer)
3. The IC will assign a Manpower Officer (First Arriving Line Officer)
4. A Chief Officer (either SPFD if available or Mutual Aid Chief) will be assigned to cover the City
5. If there are sufficient personnel on scene then the following should occur to reduce the need for mutual aid coverage
 - Engine 1 and Rescue 4 (if available) will be covered at Western Ave
 - Truck 1 (if available) will be covered at Cash Corner
 - Rescue 3 (if available) will be covered at Central
6. When reserve apparatus is staffed it may be used to cover the city or the IC may request it respond to the scene

3. REFERENCES:

- SPFD Bulletin 1999-9
- SPFD Bulletin 2000-01
- SPFD Bulletin 2004-01

By Order Of:

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