

**TOWNSHIP FIRE DEPARTMENT**  
**CHAPTER 1: ADMINISTRATIVE OPERATIONS**

Part 2: Administrative Policies

Subject: Standby for ECFD

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Section: 1-2-33

Effective Date: 04-22-13

Reviewed/Revised Date:

- 1.01 Purpose. To identify a procedure to be followed for standbys for Eau Claire Fire Department.
- 1.02 Goal. To develop policy and procedure to be used when standby is requested by the Eau Claire Fire Department.
- 1.03 Procedure. When the City of Eau Claire Fire Department requests standby, the following procedure shall be used:
- A) Personnel will notify TFD dispatch via phone or radio when a minimum crew of 4 is in station. Four trained firefighters will be minimum staffing to be considered on standby.  
  
A mix of fire and EMS personnel is recommended as TFD/Emergicare may be dispatched to medical calls in the city and provide care until the ambulance (ECFD or Chippewa Fire District) arrives.
  - B) All responding personnel must use the I Am Responding for staffing and accountability purposes.  
  
As personnel arrive at the station, they will use the I Am Responding program to log themselves in at the station they are at, by going under the “Responding Now” tab and clicking the appropriate station.
  - C) If needed, personnel shall be shifted from station to station to meet the minimum required for standby. (Example – If a Station 2 firefighter goes to Station 1 for whatever reason and Station 2 is short personnel, that person can go to the short staffed station to complete the crew).
  - D) When a minimum of 2 stations have been staffed, the ranking TFD officer will contact ECFD Battalion 2 on ECFD’s primary channel and advise them of TFD’s status. If Battalion 2 is not available, Battalion 1 will be notified.
  - E) Update Battalion 2 if status changes (Example – all stations are staffed)
  - F) If Battalion 2 is not in service at the time all TFD stations are staffed, the lead station, or ranking TFD officer, will contact ECFD Command and advise them of TFD’s status.

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- G) Once staffed and ECFD has been made aware of TFD's status, stations shall remain on standby until notified by ECFD that they can be released. Only if TFD personnel feel an excessive amount of time has been spent on standby should they contact ECFD to see if standby is still needed.
  - H) If a response is made to an ECFD call, TFD personnel will be under the command of ECFD Battalion 2. Battalion 2 will attempt to give driving directions and hydrant locations.
- 1.04 Incident Report Procedure. If no response is needed during standby, the ranking TFD officer will write the report. In case of a response to an ECFD call, the first in unit's officer or senior firefighter will write the report unless other arrangements are made.
- 1.05 Resources. City of Eau Claire maps should be available and reviewed for major cross streets.