

**Tempe Fire Department Policies and Procedures**  
**Off-Duty Response**  
**104.07**  
**Rev 7-14-08**

**PURPOSE**

To provide guidelines for the recall of off-duty members for emergencies.

**GUIDELINES**

All members of the Fire Department are subject to call for duty in the event of disasters, multiple incidents, or greater alarm incidents. Call-backs are mandatory and will not be on a rotating basis. The order for recalling off-duty personnel may be given by a deputy chief, assistant chief, or the fire chief.

Recall of off-duty members will be implemented through the following procedure:

- A. When a call-back is initiated, the Command Team will initiate the call back order and identify the number of personnel and/or companies required. The Command Team will assign a member of the Tempe command staff the responsibility. That person should complete the call-back using one of the following prioritized methods:
  - 1. If the EOC is operational have them carry out the task.
  - 2. Conduct the call-back personally using either Tele-Staff or calling manually.
- B. Be specific as to what is expected of call-back personnel, such as report to Station 1 and put reserve engine in service or report to fire scene after picking up protective clothing.
- C. Each individual called back must pick up their own protective clothing before reporting for duty.
- D. Each individual is to respond in full work uniform.

Guidelines for response by staff with take home vehicles is as follows:

- A. The Deputy Chief coming off duty Friday morning will assume the responsibility for response from home to provide assistance at working first alarm incidents. This responsibility will continue until the following Friday morning, unless other arrangements are made with other chief officers. Response from home should be made code three. Other chief officers that are made aware of an incident may elect to respond from home, but their response should be code two.
- B. In addition to the above, the Medical Services Deputy Chief will respond from home after receiving notification of working first alarm and greater medical incidents. The Special Operations Deputy Chief will respond after notification of working two and one special operations incidents involving hazardous materials incidents, technical rescues, or when the emergency operation center is activated.
- C. In the event of second alarm or greater incidents, all off duty chief officers will respond to the scene of the incident.