



Lauderdale-By-The-Sea Volunteer Fire Department

S.O.P Number: 1300	Effective Date: October 1, 2010
Section: 1300	
Subject: Chain Of Command	
By Order of the Fire Chief: Steven Paine	

Section 1300 – Chain Of Command

Purpose: To clarify the flow of the chain of command in the Lauderdale-by- the-Sea Fire Department. In addition, it will explain the defining roles, and responsibilities of all members of the chain of command.

Scope: This procedure has been put in place to maintain a consistent flow in the chain of command for Lauderdale-by- the-Sea Fire Department members, as it relates to the goal and objectives of the fire department and the services provided to the town of Lauderdale-by- the-Sea.

Policy:

All Lauderdale by the Sea Fire Department personnel are to follow the proper chain of command without deviating from the following policy.

The diagram showed in the next page, explains that the chain of command will flow from the top to the bottom and will flow back up from bottom to top.

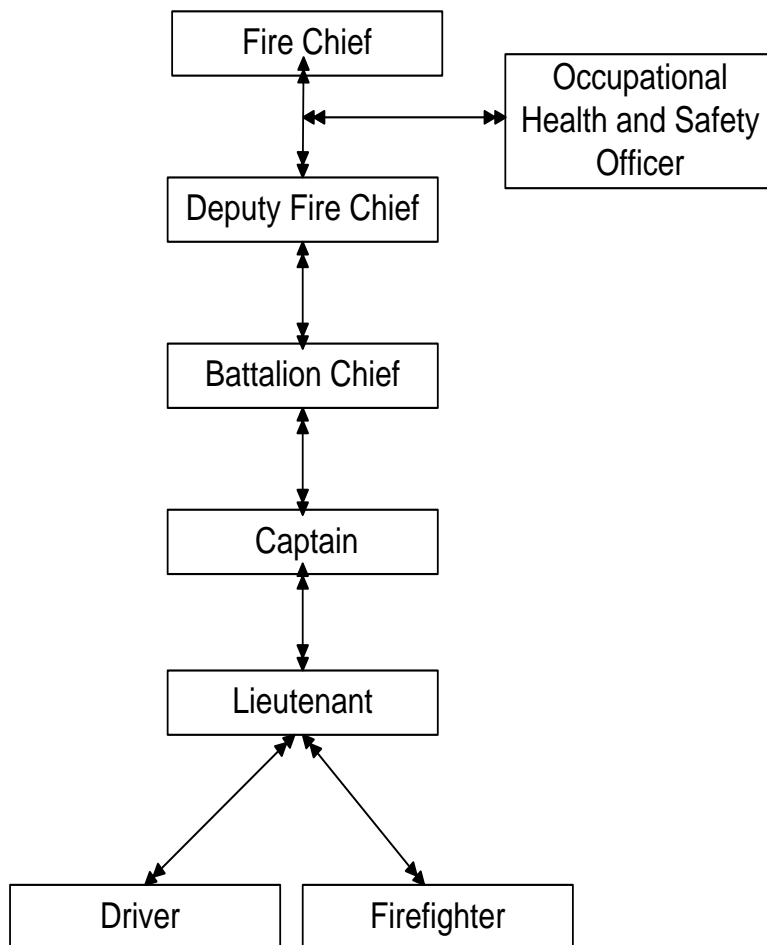
To further explain from top to bottom, the Fire Chief will pass information and order via the Deputy Chief to the Battalion Chiefs, who will then relay to the Captains, who will the relay to the Lieutenants. Lieutenants will relay information and orders to the Drivers and Firefighters.

To further explain from Bottom to top, the Drivers and Firefighters will relay information to the Lieutenants, who then will relay to the Battalion Chiefs, who will then relay to the Deputy Chief, who will then relay to the Fire Chief.



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Lauderdale By-The-Sea Fire Department Command Staff



Duties of Responsibilities of Chain Of Command Officers

Fire Chief

DUTIES AND RESPONSIBILITIES:

- Shall approve all new and revised policy and procedures prior to implementation.
- Supervise all department functions.



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- Maintain a standard operations procedure manual.
- Take appropriate disciplinary action against any member.
- Shall process knowledge of policies and procedures to execute his or her functions and responsibilities
- The Fire Chief will be responsible for the operation of the Department, both in respect to the members and equipment.

Deputy Chief

DUTIES AND RESPONSIBILITIES:

- In the event the Fire Chief is unable, for any reason to perform his or her duties, or in the absence of, the Deputy Chief will assume with authority the position of Fire Chief.
- Shall assist the Fire Chief at his or her request.
- Shall be responsible for Chief on Duty Coverage and scheduling.
- Shall be responsible for overseeing Apparatus maintenance
- Shall Report Directly to the Fire Chief

Battalion Chiefs

DUTIES AND RESPONSIBILITIES:

- Shall act as liaison in a mutual aid calls
- Shall follow the standard operating procedures.
- Shall be responsible for their assign division (I.E. Beach Patrol, Operations, Training)
- Shall Follow the Duties of Chief on Duty
- Shall Act as a Safety Officer in emergency response
- Shall report Directly to the Deputy Chief

Captains

DUTIES AND RESPONSIBILITIES:

- Shall act as liaison in a mutual aid calls
- Shall follow the standard operating procedures.
- Shall be responsible for their assign division (I.E. SCBA,Safety, Training)
- Shall Follow the Duties of Chief on Duty



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- Shall Act as a Safety Officers in emergency response
- Shall report Directly to the Battalion Chief or Chief On-Duty

Lieutenants

DUTIES AND RESPONSIBILITIES:

- Shall follow the standard operating procedures.
- Shall be responsible for their assign members
- Shall be responsible to follow up on assign member progress
- Shall Act as a Safety Officers in emergency response
- Shall report Directly to the Captain or Chief On-Duty
- Shall be responsible for their assigned Apparatus

Drivers

DUTIES AND RESPONSIBILITIES:

- Shall follow the standard operating procedures.
- Shall be responsible for checking the trucks and filling out the proper documentation when on Shift.
- Shall report to the administration office if changes on their driver's license or driving record occur.
- Shall properly report any malfunctioning equipment and report any damages to the vehicles or the equipment.
- Shall Report Directly to the Lieutenant or Chief On Duty

Occupational health and Safety Officer

DUTIES AND RESPONSIBILITIES:

- To develop, implement and monitor Board Occupational Health and Safety Policy, Programs, and Procedures.



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- Assist the Fire Chief in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of learners, staff and visitors.
- Establish budget proposals for the operation of the Occupational Health and Safety office and
Specific training programs to increase health and safety awareness at all levels within the organization.
- To investigate and report on all serious/critical personal injury accidents occurring to students, staff and/or visitors to the appropriate senior official, and to assist in the investigation of all accidents/incidents that result in substantial damage department property.
- To investigate and report on complaints of hazardous working conditions to the Fire Chief and Membership and respond to employees' safety concerns.
- To conduct, as necessary, the safety inspection of the facilities and attending to immediate safety concerns.
- Shall be the Chair of the Safety Committee.
- Respond to fires and other emergencies on or about the town boundaries.
- Coordinate registration and removal of hazardous waste.
- Receive reports from and respond to orders issued by State Fire Marshal's Office.
- Arrange for Occupational Health and Safety testing and/or evaluations of the workplace by external agencies/consultants as may be necessary.
- Act as liaison with all related governmental bodies and regulating agencies.
- Coordinate the training of personnel in areas of safety, including first aid, CPR, accident prevention and investigation, work place inspections and other matters related to implementing safety procedures for operations.
- Liaise with municipal and State Emergency planners, update plans, organize exercises and evaluate procedures.
- Liaise with the fire department regarding emergency procedures, communications and fire safety education programs.
- Assume other duties as may be assigned and reports directly to the Fire Chief.

Chief on Duty

DUTIES AND RESPONSIBILITIES:

- Shall act as liaison in a mutual aid calls
- Shall follow the standard operating procedures.
- Shall be on-duty 24 hours a day
- Shall be responsible for the station and all equipment during shift



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- Must complete all SUNPRO run reports before the end of shift.
- Be responsible for the Drill on Drill night or when ever training is taking place
- Be responsible for communication equipment in the station
- Shall notify the Fire Administrator, Deputy Chief and the Fire Chief on Any accidents involving fire department property.
- Shall notify the Safety officer, Deputy Chief and the Fire Chief of any injuries or deaths to any injuries or deaths to any members of the department.
- Shall notify the Fire Administrator, Deputy Chief and Fire Chief of any complaints from the general public.
- Shall notify the Safety Officers, Deputy Chief and Fire Chief for any emergency call that requires more than one alarm and any mutual aid calls.
- Shall notify the Fire Administrator, Deputy Chief and Fire Chief of any malfunctioning vehicle or apparatus that must be taken out of service.
- Chief all Shift changes must be reported to the Deputy Chief.
- Reports directly to the Deputy Chief