



**GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**



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SOG NUMBER: FDO-407

ISSUED DATE: 11-15-11

EFFECTIVE DATE: 11-15-11

REVISION #: 1

REVISED DATE: 01-11-16

EFFECTIVE DATE: 01-11-16

CATEGORY: EMERGENCY OPERATIONS - GENERAL

SUB-CATEGORY: RESPONSE TO ALARMS

SUBJECT: OFFICER RESPONSE

RELATED GUIDELINES: FDO-001, FDO-002, FDO-003, FDO-004, FDO-005, FDO-006, FDO-007, FDO-008, FDO-009

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Section I -- Introduction

A. Objective

To advise of Officers response to incidents received.

B. Applicability

Line Officers shall respond as required to emergency incidents.

C. Reference

Town of Manchester Fire-Rescue-EMS – General Operating Guidelines

Section II – Station Officers

Station officers respond to incident in their response area(s), generally as crew supervisors. The first Officer to arrive at an incident shall assume Command (mobile or fixed; depending on circumstances).

If an Officer arrives just ahead of another Officer; the first arriving Officer has the option of Passing Command, which simply states that the first arriving Officer will be performing a more critical tactical assignment and the second arriving Officer must assume Command.

Captains are assigned to an incident as either: Incident Commander / Operations Officer/Safety Officer/ Communications Officer

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DUTY OFFICER RESPONSE

Duty Officer responds when available to industrial accidents, MVA with injury.

Duty Officer responds when available, to single apparatus response where a line officer has not responded and a need is determined to exist.

Duty Officer responds when available, to any two company calls. When Command has previously been established the Duty Officer may assume the role of Incident Safety Officer.

ADMINISTRATIVE OFFICER RESPONSE

Administrative Officer (Fire Chief) responds to incidents of a significant nature and to incidents when other Officers are not available to respond because of call volume. When the incident dictates a separation of administrative and operational duties the Administrative Officer may assume Command and the previous Incident Commander will be assigned Operational duty. Administrative Officer may also serve as Safety Officer, Division Officer, Sector Officer or Incident Command Aide.

Section III- Approval

Fire Chief: Michael P. Shroy

Date of Approval: 1/11/16