

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 02		DEPARTMENT FIRE-RESCUE
SUBJECT EMERGENCY RECALL PROCEDURES	SECTION 04	PAGE 1 of 2	EFFECTIVE DATE May 7, 2026

I. PURPOSE

The purpose of this policy is to provide temporary increased staffing or emergency backfill of vacant fire stations with personnel as needed.

II. SCOPE

This policy applies to all sworn San Diego Fire-Rescue Department (SDFD) personnel, excluding Lifeguard personnel.

III. AUTHORITY

The Fire Chief authorizes this policy.

IV. POLICY

A. Authority for Emergency Recall

- i. The Fire Chief, or designee, is responsible for initiating the emergency recall of off-duty personnel.
 - a) For the purpose of this section, holding the off-going platoon to remain on-duty will be considered an emergency recall.

B. Types of Emergency Recall

- 1. Limited/Specific
 - i. A specific amount of personnel or specialists, e.g. EDT, Haz Mat. (Refer to Staffing Policy Manual for specific procedures)
- 2. Mass
 - i. An all-call of uniformed personnel to a specific location(s).

C. Responsibility of SDFD Personnel

- 1. Personnel will be responsible for reporting for duty in event of an emergency recall.
 - i. Personnel on suspension, light duty, sick leave, vacation, military leave, or who have ingested intoxicated beverages or medications shall not respond to an emergency recall.
 - ii. Personnel on holiday or a regular day off will report for duty.

D. Maintaining Recall Roster

- 1. Battalion Chiefs will maintain a roster of all Captain contact information (their addresses and telephone numbers) assigned to their Division/Battalion.
- 2. Captains will maintain a similar roster of all personnel within their stations.
- 3. In the event of an emergency recall, Battalion Chiefs may be notified and will then be responsible for notification of the Captains required from their roster.
 - i. The Telestaff roster may be used for this purpose.

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- ii. Captains assigned to report for duty will be responsible for the notification of the crew members required from their rosters.

E. Method of Notification

1. In coordination with the Shift Commander, Emergency Command and Data Center (ECDC) is responsible for notifying the Staffing Desk and providing them with the type of recall, number of personnel, rank/specialty, and their assignments.
2. The Staffing Unit will then attempt to notify personnel in the following order:
 - i. Staffing Unit automated notifications through Telestaff autofill
 - ii. Staffing Unit manual notifications through Staffing Unit personnel phone calls
 - iii. Department email
 - iv. Supervisor phone call in accordance with Section IV.D of this policy
3. The Shift Commander will notify the Duty Fire Marshal when a large-scale emergency is in progress and it is determined that there will be a need to utilize Community Risk Reduction (CRR) personnel. The Duty Fire Marshal will notify all CRR personnel and instruct them to immediately return to their offices or assigned locations.

F. Reporting for Recall

1. The Logistics Deputy Chief or designee will be assigned to ECDC upon initiation of a mass emergency recall.
2. Off-duty battalion chiefs who are officially notified will go in-service with reserve vehicles and cover open battalions or perform other assignments as directed by the Shift Commander.
3. Off-duty personnel in the rank of Captain and below will respond to locations as assigned.
4. The recalled Captain is responsible to record the names, time of recall response, and time of recall release.
5. The Captain is responsible for communicating crew member information to the Staffing Unit, and approval of crew member time in OneSD (or current electronic pay program).

G. Method of Computation

1. Personnel who are called back to duty are paid in accordance with the Local 145 MOU. In no case shall the total time of callback pay, including travel time, be less than four hours.