

# BENSLEY-BERMUDA VOLUNTEER RESCUE SQUAD

## STANDARD OPERATING RULE

<b>TOPIC: SUPERVISORY STAFF RESPONSIBILITIES</b>	<b>S.O.R. # 1.6</b>
Approved by: Barry Drumheller, Chief of Operations	Revised: 10/16/06 Replaces: N/A

**Purpose:** To set forth responsibilities of Supervisory Staff, and to guide interaction between officers and members.

**Definitions:**

None.

**Policy/Procedure:**

1. To supervise the immediate operations of the on-duty crew, to include the following:
  - a. Ensure all apparatus are clean, properly stocked, checked and in service.
  - b. Make crew assignments for the shift.
    - i. Each crew to have a released driver and AIC.
  - c. Ensure all assigned chores are completed and the building is kept clean.
  - d. Provide and/or arrange for crew training on a regular basis.
    - i. Contact the training officer for assistance.
    - ii. Assign appropriate preceptors to observers and unreleased members.
    - iii. Follow up on progress of new/collecting members.
  - e. Be familiar with and ensure crew compliance with applicable SORs and by-laws as regards:
    - i. Uniforms.
    - ii. Evaluations.
    - iii. Special incidents.
  - f. Keep crew members up to date on memos, notices and changes.
  - g. Stay apprised of each crew members' status (released, driver, AIC...).
  - h. Report and direct any special incidents that occur during the shift to the Chief, such as:
    - i. Injuries to members.
    - ii. Accidents involving apparatus.
    - iii. Exposures (needle sticks).
    - iv. Citizen and hospital complaints directly related to the on-duty crew.
    - v. Media inquiries.
  - i. Ensure written patient care reports are properly completed and entered into computer.
  - j. Make report to following Functional Staff regarding:
    - i. Condition of vehicles and building.
    - ii. Any out of service vehicles or equipment.
    - iii. Working incidents.
    - iv. Any unusual situation or information pertinent to daily operations.
  - k. Be a knowledgeable resource about:
    - i. SORs and by-laws.
    - ii. Incident command system.
    - iii. Radio frequencies/communications methods.
    - iv. ODEMSA protocols.
    - v. CFEMS protocols.
    - vi. ALS and membership committee operations.

