



Marion Volunteer Fire Department  
Response Command Program  
14 Mar 2024

**A. Objective:** To manage operational response by radio or other means as necessary for the Marion Volunteer Fire Department.

**B. Definitions:**

1. Primary Response Officer "PRO" – is an Officer/Member who has volunteered to accept the responsibility for responding to operational calls and managing the operational response of other Marion VFD and mutual aid assets by radio or other communication applications as needed.
2. "PRO" – radio designation assigned to the Primary Response Officer.
3. Backup Response Officer "BRO" – is an Officer/Member who has volunteered to accept the responsibility for responding as the secondary respondent to operational calls and assisting the PRO on operational response of other Marion VFD and mutual aid assets by radio or other communication applications as needed. The Member/Officer may need to fill in for PRO if that member is unavailable to fulfill their duties.
4. "BRO" - radio designation assigned to the Backup Response Officer position.
5. Response Officer Roster – is an approved list of members who have met the qualifications set forth by this guideline and been approved by the Command Staff to participate in the program.
6. Response Officer Schedule – a running schedule that may be modified as necessary to assure an approved member is scheduled. This schedule is dynamic and flexible.
7. Duty Shifts – PRO 12-hour shifts: 6 AM – 6 PM; 6 PM – 6 AM BRO 24 HRS: 6 AM- 6 AM .
8. Operational Response – are toned out calls by dispatch for request for operations by Marion VFD.
9. Program Coordinator – individual assigned by **Chief** to oversee and manage the Response Officer program.
10. Represent – the Response Officer will be the assigned representative of Marion VFD during the assigned Duty Shift unless a more senior Marion VFD officer accepts the transfer of responsibilities or deems a higher level of command is required to accurately represent the situation. The Response Officer is not automatically assigned Incident Command unless he/she is the first qualified member at the scene, or the on-scene Incident Command offers command responsibility to the Response Officer.

**C. Qualifications:**

1. Active member of the Marion VFD who is not on probation/suspension.
2. Completed TASK Book including NIMS/ TIMS requirements.
3. Completed Primary Response Officer training program.
4. Approved by the Chief or other command staff if delegated.
5. Waiver of qualifications may be given by the Chief.

**D. Program Coordinator Responsibilities**

1. Develop and maintain a monthly Response Officer schedule to assure an approved Member/Officer is available for each respective Duty Shift.
2. Modify existing monthly schedule upon agreement between the scheduled PRO or BRO, replacement member, and Coordinator.
3. Maintain accurate records.
4. Provide monthly verbal or written reports to the Fire Chief on any issues that arise.



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**E. Primary Response Officer Responsibilities:**

1. "Day Shift" PRO is to conduct an overview check-out of all in-service Marion VFD operational apparatus, to ensure operational readiness. Include the following:
  - a) Vehicle Fuel
  - b) Medical supplies including Oxygen.
  - c) Start Truck and verify all lights functional.
  - d) Start Pumps on Brush Trucks
  - e) On Saturday a more complete Checklist will be done.
2. Contact the President or Vice-President if any problems are found and not corrected.
3. You will not consume alcohol or take any medications **8 hours prior and/or during** each shift that **may impair his/her abilities**.
4. The PRO who is **coming on shift** must contact the current PRO and get a status report on apparatus and situational awareness report from the current PRO. He / She then contacts the BRO on duty to communicate and verify duty status.

**F. Response Requirements:**

1. Responding to all incidents that a Marion VFD apparatus is dispatched to.
  - a) Primary Functions
    - Communicate a safe and organized response of Marion VFD members and equipment.
    - Assist in a Command role as requested by on scene Incident Command or Chief
  - b) Secondary Functions
    - To know available apparatus and personnel during your shift
2. Respond to dispatched calls as available and work with BRO on the response to any concurrent dispatches.
3. Non-routine incidents shall be communicated, while in progress, to a senior Marion VFD officer available to help with appropriate response.
4. Backup Response Officer "BRO" shall support the "PRO" and be ready to assume his/her duties if the "PRO" request or becomes unable to complete his/her duties.

Date: 15 April 2024

Jeremy Davenport  
Chief, Marion VFD

Date: 2 April 2024

Tom Amen  
Pres., Marion VFD