



MUKWONAGO FIRE DEPARTMENT
OPERATING PROCEDURES

Coverage Responsibilities		Approved by: Chief Jeffrey R. Stien	
POL # 29	Draft Date: 11/22/2010	Revision Date: 1/6/11, 4/24/12,4/23/15	Effective Date: 05/07/12, 4/23/15

PURPOSE: The purpose of this policy is to confirm proper Duty Company/EMS coverage has been obtained and communicated to appropriate responding personnel.

SCOPE: This policy/procedure is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the officer in charge of the incident who will be responsible for the results of any deviation.

A. EMS Coverage

1. Preferred minimum staffing shall consist of 1 EMT-Basic and 1 EMT-P.
2. In the event of multiple calls, a minimum EMS crew may legally consist of 2 EMT-Basics.
3. When obtaining coverage for scheduled shifts, the skill set of the other crew members must be considered to ensure compliance with item 1 above.
4. Coverage must be communicated to the Duty Officer and the On Duty Fire/Paramedic.
5. Desired communication shall include:
 - Advanced notification via email with a follow-up phone call 1-2 days prior to the shift.
 - Phone call/voice mail/text message for less than 24 hours notification.
 - Email messages shall be reserved for advanced notification only (greater than 24 hours).
6. Non-compliance of coverage communication shall result in immediate corrective action.

B. Duty Company Coverage

1. Personnel obtaining coverage for a scheduled shift(s) shall secure another individual with the same or greater job skills for said position within the Duty Company. For example, if personnel's position within the Duty Company is that of an MPO, the individual covering must be, at minimum, an MPO.
 - Exceptions must be approved by Duty Officer.
2. The Duty Officer obtaining coverage shall notify the On Duty Fire/Paramedic. Any Duty Company personnel with coverage for that shift shall also be communicating to the On Duty Fire/Paramedic as well.
3. Desired communication shall include:
 - Advanced notification via email with a follow-up phone call 1-2 days prior to the shift.
 - Phone call/voice mail/text message for less than 24 hours notification.
 - Email messages shall be reserved for advanced notification only (greater than 24 hours).
4. Non-compliance of coverage communication shall result in immediate corrective action.