TOLEDO FIRE & RESCUE DEPARTMENT

B-60 Watch Duty

Non-Emergency Manual

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Policy/Procedure

Station Commanders' Responsibility:

- Assign the area of watch (must be approved by the Deputy Chief of Field Operations).
- Have maps on every apparatus under their command and at watch desk

Company Commanders Responsibility:

- Adjust the volume of the radio at the 0600 and 2030 hour radio tests
    - A normal volume shall be maintained on the radio at all times. The volume is not to be adjusted by any individual without the permission of the company officer.
- Assign watch as follows:
- 0700-2300 hours:
    - All members shall be equally responsible on day watch when the company is in quarters.
- 2300-0600 hours:
    - A night watch shall be assigned to be at the watch desk or designated area and shall be properly attired. However, during this period the person on watch may utilize a lounge chair or cot and is not expected to be alert to the same degree as required on day watch. The company officer shall have a fire telephone within reach and a fire radio or an extension speaker of the radio nearby.
- 0600-0630 hours:
    - At 0600 hours the fire dispatcher shall make a radio test and the night watch shall become routine day watch until 0630 hours.

- 0630-0700 hours:
  - The company officer shall see that relief is properly carried out, and designate the crew to respond on each apparatus during this period.

Watchperson’s Responsibility:

- Station security: overhead doors down, doors locked etc.
- Notify the officer of visitors
- Receive alarms and alert responding personnel:
  - Ensure proper personnel are in fact responding

See Also:

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