St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 02-02-03 Reporting for Work During Bad Weather Conditions or During Declared Emergency

Document Type:	Operational Guideline
Status:	
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Index:	02 Employee Resources
Section:	02 Health and Safety
Title:	03 Reporting for Work During Bad Weather Conditions or During Declared Emergency

Purpose

To update guidelines with respect to reporting for duty during bad weather conditions, or during declared emergency for members of the SJRFD.

Background

The St. John's Regional Fire Department is an emergency service, therefore it is essential that all identified emergency and support staff report for duty at their regular time, regardless of the weather conditions.

This replaces POG #02-02-03, dated 2014/09/26.

Procedure

The classifications required to report to duty at their regular time, during weather conditions are:

a) Chief/Director
b) Deputy Chief of Operations
c) Manager of Communications and Program Development

d) Manager of Mechanical Services
e) Platoon Chief
f) Fire Captain
g) Fire Lieutenant
h) Firefighter
i) Temporary Firefighter
j) Civilian Dispatcher
k) Relief Civilian Dispatcher
l) Fire Apparatus Technician

It is the responsibility of each individual to have a replacement if he/she finds themselves in a situation where they cannot make it to work on time.

If a person cannot show up for work on time, he/she will have to forfeit annual leave, accumulated overtime, or have a payroll deduction for time lost; the method to be determined by the Chief/Director. In the event an individual can find a replacement to cover them in such situations, it will be deemed acceptable.

In the case of the following classifications:

m) Communications Supervisor
n) Fire Equipment Technician
o) Assistant Fire Equipment Technician

Should the City of St. John's be closed for normal business due to weather conditions, while these classifications will not be required to report for normal duty, they shall, however, remain available (at their normal place of residence) during normal working hours should an identified emergency incident arise. SJRFD shall be responsible during the inclement weather incident to provide necessary transportation.

NOTE:

All Operational Guidelines are provided as a guideline only and may be altered by the OIC to meet extenuating circumstances.

Approvals
Director/Chief of SJRFD

Approval Date
2016/01/07

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 02-02-03
Approved By:

Jerry F. Peach

2016/01/07
Date

Jerry F. Peach
Fire Chief
(Director of Regional Fire & Emergency Services)

Appendix/Appendicies
None