



SHROPSHIRE

Fire and Rescue Service

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**Brigade Order
Operations
No 3**

Part 1

**Staffing wholetime
stations**

Part 1 – Staffing wholetime stations

Purpose

This Order sets out the desired minimum crewing levels for all wholetime appliances and gives guidance to Watch Managers on how these levels should be applied.

Strategic aims and objectives

This Order supports the following strategic aims and objectives:

Strategic aim	Corporate objective
1	1
2	5 & 6
3	8
4	12

Roles, responsibilities and review

The **Head of District Performance** is responsible for ensuring this Order is implemented across the Brigade.

District Support Officers will be responsible for the day to day operation of the Order.

The **Head of District Performance** will review this Order biennially in **June** and as and when organisational changes take place.

Introduction

Adequate crewing of appliances is a vital component of the Brigade's response to operational incidents and plays an important role in firefighter safety, particularly in the initial stages of an incident.

The 'establishment' of the Brigade is the term for the fixed number of operational personnel that is agreed by the Combined Fire Authority as the minimum necessary to provide adequate operational cover.

In addition, the Fire Authority's response standards currently aim to ensure that the first pumping appliance to arrive at an incident should have a crew of 5, with at least 8 firefighters forming the initial attendance at any incident requiring more than one appliance (see IRMP Response Standards). Also the Brigade's Incident Command structure requires a minimum number of personnel to enable the incident management system to be effective.

Crewing levels for appliances on the wholetime shift system

The minimum number of station personnel necessary to ensure that all of the wholetime shift-crewed appliances are available is 27.

Under normal circumstances the Incident Response Unit and the rescue boat are alternately crewed by a pumping appliance crew at Shrewsbury.

The following table shows the minimum crew for each appliance; those appliances crewed alternately are shown in brackets.

Appliance Station	Rescue pump	Water tender ladder	Aerial appliance	Rescue tender	Incident Response Unit	Rescue boat
Shrewsbury	5	4	2*		(2)	(3)
Telford Central	5	4	2*			
Wellington	5			2		

** Under normal circumstances only one ALP will be crewed (see paragraph on Aerial Designated Station) although if sufficient staff are available on the non-designated station from 2200hrs to 0900hrs the second aerial may be utilised.*

Each appliance crew must include the following competent personnel:

Rescue pump	1 Incident Commander	1 driver
Water tender ladder	1 Incident Commander	1 driver
ALP	2 trained personnel (one of whom must also be a driver)	
RT	2 trained personnel (one of whom must also be a driver)	
IRU *	2 IRU fork lift truck trained personnel (one of whom must also be a driver)	
Rescue boat	2 boat handler and 1 SRT trained personnel from SY1 (or SY8)	

* This appliance will remain on the run if there is only one driver/ fork lift truck operator but no second forklift truck operator.

Watch Managers must endeavour to manage absences to ensure that the correct number of properly trained and competent personnel is available.

Minimum staffing

The minimum staffing levels on wholetime stations is as follows;

Shrewsbury	9 (11 if aerial designated)
Telford Central	9 (11 if aerial designated)
Wellington	7

Aerial designation

Shrewsbury and Telford will share 'Aerial designated' status on a monthly basis. To make the selection of training courses easier to administer the change of designation will take place at the start of the first complete tour commencing in the month. Watch Managers must consider the status of their station when selecting leave on Bank Holiday shifts. The station designated in December will carry through until the beginning of February to facilitate proper rotation over a 2 year period.

Should the number of wholetime station personnel fall below 27 minimum staffing will be maintained using structured overtime. If, due to unforeseen circumstances, minimum staffing cannot be maintained through this system the WRL Telford will normally be taken off the run following consultation with the Principal Officer.

Availability of appliances off the run

Appliances that are off the run must be kept available for immediate use; daily routine checks must still be carried out. There are foreseeable reasons why we may wish to use an appliance that is off the run; although it would neither be a matter of course nor common.

Managing crewing shortfalls at wholetime stations

On occasion there will be crewing shortfalls on wholetime fire stations due to unpredictable causes such as sickness, paternity/maternity leave, special leave etc. These shortfalls may be overcome by the detachment of personnel from the other wholetime fire stations. The following paragraphs detail the procedure to be used on such occasions.

Pre-Planning

Watch Managers will predict and plan for crewing shortfalls across the 3 wholetime stations. They may also prearrange the detaching of personnel to provide each station with the appropriate crewing. When crewing deficiencies are identified at wholetime stations on or before the preceding shift, personnel detached to another station should report there for the start of the watch shift.

In order to arrange detachments, Watch Managers should obtain information on the availability of personnel at other stations from Fire Control. Watches must inform Fire Control of the proposed moves before the end of the preceding tour of duty where possible, or as soon as possible where such notice cannot be given.

On the day

If at the start of a shift there are crewing shortfalls that differ from any pre-planning that may have occurred, Fire Control will liaise with the Watch Managers to agree the most effective moves for the day. Where any such shortfall causes an appliance, or further appliances, to come off the run, Fire Control will liaise with the duty Principal Officer.

Managing wholetime station excess crewing

On occasions where staffing levels are in excess of the figures given in the table on page one, Watch Managers should work individually, or collectively, to make these staff available for Community Fire Safety (CFS) activities.

- Between the hours of 0900 and 1800hrs staff should utilise station transport to deliver CFS initiatives in their station areas or in designated rural areas.
- Between the hours of 1800 and 2200 staff may also carry out CFS duties as previously indicated or may be utilised for training purposes on or off station and will not normally be required to crew the aerial appliance.

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- Between the hours of 2200 and 0900 staff without riding positions on the non designated station should crew the aerial appliance unless required by the Brigade for other duties.

If an appliance at a wholetime station is likely to be off the run for a substantial period of the shift then Watch Managers should redeploy the crew to CFS activities.