



SHROPSHIRE

Fire and Rescue Service

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BRIGADE ORDER ADMINISTRATION NO. 1

PART 6

OUT OF COUNTY VISITS

PART 6 – OUT OF COUNTY VISITS

PURPOSE

Journeys out of County by members of the Brigade need to be controlled to make the most effective use of Brigade resources and to ensure that adequate operational and managerial cover is maintained. This Order sets out the procedure which must be adopted by all personnel.

STRATEGIC AIMS AND OBJECTIVES

Strategic Aim 4 "Provide a service that demonstrates quality and Best Value in service provision".

ROLES, RESPONSIBILITIES AND REVIEW

The **Deputy Chief Fire Officer** is responsible for ensuring this Order is implemented across the Brigade.

The **Principle Officers** will be responsible for the day to day operation of the Order.

The **Deputy Chief Fire Officer** will review this order annually in **August** and as and when organisational changes take place.

PROCEDURE

All visits out of County must be authorised by an Executive Officer.

Personnel must complete form **FB95B (Appendix A)** and submit it for approval by an Executive Officer, (CFO, DCFO, ACO, ACFO) giving as much notice as possible.

The form, where appropriate, will then be forwarded to Fire Control for the Officers Rota to be amended to show that the particular individual is 'Out of County' on the day in question. Should there be a problem over operational cover, then liaison will be necessary to overcome this. The end result being that if cover cannot be provided, the visit will be cancelled.

Where an individual requesting approval for an 'Out of County' visit is not shown on the Officers Rota then the form is to be passed to the individual's Department Head. This Department Head will make arrangements for attendance form **FB95B** to be annotated accordingly.

The completion of form **FB95B** does not remove the need for Personnel to enter in the Brigade Rota where they are going.

A Brigade vehicle will be used where available.

Following completion of the form and amendment of the rota (where appropriate) the form will be forwarded to the Fleet Manager who will monitor the use of vehicles and their availability for out of County visits.

SHROPSHIRE FIRE AND RESCUE SERVICE

REQUEST FOR OUT OF COUNTY VISIT

Applicant's Name and Rank:	
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Location and Reason for Visit:

Date of Visit:	
Leaving Time:	
Returning Time:	

Brigade Vehicle to be Used	YES/NO
Was Brigade Transport Available	YES/NO
Leased vehicle to be used	YES/NO

If no Brigade transport available give reason:

Applicant's Signature _____

Executive Officer's Signature _____

Executive Officer Approval	YES/NO
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Advise Officer Concerned	YES/NO
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Forward to Fleet Manager	YES/NO
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Forward to Fire Control to amend Rota, file and identify any implications for Officer cover	YES/NO
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