


VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

	Subject:		S.O.G. # 2.1.6	
	Personal/Family Emergencies		Page 1 of 1	
	Volume:	Chapter:	Section:	
	2	1	6	
	Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		10/12/10		
Attachments:	Resources/Cross Reference:			
<p>Purpose:</p> <p>Define the procedure for providing leave for personal/family emergencies.</p>				

Procedure:

- A. If an employee is on an emergency call or on a detail and information (clear or unclear) is received that he/she has a family emergency or potential family emergency, the Duty Chief shall see that the employee is relieved from duty immediately.

- B. If necessary, transportation shall be provided to get him/her to a telephone. If a Duty Chief is not immediately available, the Company Officer shall relieve the employee and shall communicate this to the Fire Chief or Deputy Fire Chief on duty as soon as possible.