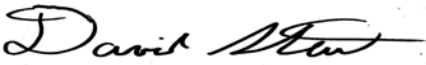


Payson Fire Department Standard Operating Procedures

Section: General Subject: Routine Station Duties	SOP # 2.4.1 Date: 07/98 Revision Hx: 6/00, 5/01, 8/12, 12/16 
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PURPOSE

Routine station duties are intended to enable the department to fulfill its mission by maintaining equipment and facilities in order to provide a safe, efficient and orderly environment for staff and customers. It is also intended to provide an outline to guide personnel during daily activities.

POLICY

The policy of the PFD is to provide a safe, efficient and orderly station environment for staff, visitors and customers. This will be accomplished by adherence to the following procedure. Alterations to this policy and procedure may be allowed as circumstances warrant and based on the professional judgment of supervisors.

PROCEDURE

GENERAL INFORMATION

Personnel are responsible for fulfilling the requirements of this SOP. It is the supervisors' responsibility to ensure that the requirements are consistently maintained.

DEPARTMENTAL PRIORITIES

Primary Priorities

- Incident Responses
- Required equipment/vehicle maintenance and inspections
- Training
- Physical fitness/exercise

Secondary Priorities

- Routines as outlined in this SOP
- Department assignments and projects

OTHER INFORMATION

Office Hours

The front office at Station 11 is normally staffed Monday through Friday by the department's administrative personnel.

It is expected that personnel will interact with the public when anytime they are in quarters. Phones should be answered anytime personnel are in quarters.

Personnel Hours

On duty personnel are expected to be constructively engaged in department related activities from 0800 until

1700 hours. During this time period assigned and mission critical duties will be accomplished. Exceptions to this will be allowed at the discretion of the Captain. If assigned activities are completed personnel may engage in other professional and personal activities.

Meals and break times are allowed as necessary.

If a crew experiences a high volume of activities, such as incidents between 2200 and 0600 hours, station Captains may elect to allow additional rest periods during the day. These special rest times do not relieve the crews from emergency responses or the completion of their duties and assignments.

"Lights out" or quiet hours will normally be in effect between 2200 and 0600 hours daily. During this time, all noise and lights in and around the bunk room or sleeping areas shall be minimized.

Visitor hours are from 0700 to 2200 hours unless approved by the BC.

STATION ROUTINES

Monthly assignments and duties:

Exchange expired drugs: Expired drugs from all drug boxes shall be exchanged during the last week of each month. This will normally be done on the last equipment check day of each month and should meet the established policies of the exchange facility.

Kitchen area, ovens and refrigerators:

The oven/stove shall be thoroughly cleaned by the crew on duty on the first scheduled House Cleaning Day of each month in addition to any daily cleaning as required by use.

The refrigerators assigned to each shift are the responsibility of each shift to keep clean. As a minimum, these refrigerators shall be cleaned and disinfected once per month.

The kitchen area, including appliances, counters and cabinets should be kept clean and orderly at all times.

Change out HVAC filters: All HVAC filters will be changed once a month. This will normally be done by the crew on duty on the last scheduled House Cleaning Day of each month.

Weekly Assignments and duties:

Monday: Equipment Check Day Complete weekly vehicle inspections on department vehicles that are not front line units. These inspections will be done per department SOP 2.11.12 and will include routine checks of all tools and equipment carried on the vehicle(s). The exception to this is at Station 11 where only the vehicles located in the west bay will be required to be checked on Monday.

Tuesday: House Cleaning Day Thoroughly clean the public areas, offices and living quarters of the station. This will include but is not limited to:

Sweeping and mopping all non-carpeted floors.

Vacuuming all carpeted floors.

Dusting of all accessible spaces.

Cleaning and disinfecting the kitchen, including the appliances.

Cleaning and disinfecting all restroom facilities.

Cleaning and disinfecting weight training equipment and facilities.

Removing all outdated materials from bulletin and white boards.

Emptying and cleaning, as necessary, all waste cans and paper shredders.

Cleaning windows as needed.

Watering of all inside house plants.

Wednesday: Special Projects Day This day is for taking care of any outstanding routine chores that have not been done due to the public requirements of the department. This day is also the day that has been set aside to work on special projects, assignments and completing or working on other paperwork or training requirements.

Thursday: Equipment Check Day for Station 11 (East Bays) The crew at Station 11 will check the vehicles located in the east bay by following the same procedures for vehicle inspection as outlined on Mondays. Station 12 and Station 13 crews may utilize this day as a Special Projects Day as outlined on Wednesdays.

Friday: Special Projects Day This is a repeat of Wednesday.
Staff vehicles will be inspected.

Saturday: Bay and Yard Cleaning Day Clean the bays, shop work areas and all outside parking areas and department property. This will include but is not limited to:

Cleaning of all equipment bay floors, cleaning up oil spots and putting away all items that are not in use.

Empty and clean all garbage containers.

Perform weeding or other yard work/landscaping that may be necessary to keep the outside of the stations acceptable.

Sunday: Miscellaneous Day, major station equipment checks and portable battery checks.

Miscellaneous department vehicles will have routine fluid and lighting checks. Any minor additions of fluids or maintenance of lights (operating and emergency) should be done as needed.

Emergency generator sets shall have a routine check of fluid levels (crankcase oil, radiator water, battery water) and check the battery charging system and block heater system.

Station air compressors will have routine oil level checks and should be "blown down" as needed.

Station air supply systems will have all low point drains blown down for approximately 30 seconds each.

All portable battery operated tools and radio batteries will be charged or checked for proper operation.

Daily: These activities are intended to represent a normal daily routine in addition to those duties previously described.

The flag shall be raised each morning and taken down each night (except during inclement weather or if the flag is illuminated at night).

Daily Front Line Vehicle inspections will be completed per SOP 2.11.12 and these vehicles should be cleaned inside and out as needed. These inspections will be done as early as possible following crew turnover. All onboard equipment will be checked to insure that it is ready for immediate use. As necessary, equipment used during the day shall be rechecked and returned to its ready condition. It will be up to the on duty Captain as to how much of the daily vehicle inspection is needed on the second shift of each tour.

Any personnel using a department or town vehicle is expected to take the time to clean and fuel that vehicle before returning it for others to use.

All vehicles should be refueled whenever the fuel level is less than 3/4 full.

Eating and cooking facilities shall be cleaned and dishes, utensils, pots and pans shall be properly stored after every use.

Sleeping areas will be maintained and all clothing and bedding will be properly stored after each tour.

Office work areas will be picked up and all materials put away in the appropriate places.

Waste containers should be emptied on an as-needed basis.

Tools and equipment in the shop, bay and outside areas shall be cleaned and stored in their proper location. This will be done on at least a daily basis but it is best that this is accomplished as soon as possible after a job or project has been stopped or completed.

Physical training and conditioning should be done for a minimum of one hour per shift-day by all personnel.

Return all equipment to its proper storage location after use.

All station doors and PFD vehicles/equipment remaining outside shall be properly secured and/or locked prior to lights out every night or leaving the station.

Shift Change Responsibilities:

Each shift has the responsibility to turn over a properly maintained and cleaned station and apparatus. Shift supervisors are responsible for ensuring that this occurs and, at minimum, each crew should perform the following prior to changeover with the oncoming shift crew.

Ensure that all dishes have been washed and put away and the kitchen area is clean and free of clutter.

Check trash cans throughout the station and empty as needed.

Ensure that bathrooms are free of personal items and are properly stocked with regard to toilet paper and paper towels.

Check the entire station to ensure that items left out or used during the duration of the tour are properly replaced or put away.

Check the apparatus for cleanliness and clutter and wash or clean the interior and exterior as needed.

Properly store personal firefighting gear.

Log off any computer work stations.

Forward back the apparatus phone if it was initially forwarded to a personal phone at the start of the shift.

At shift turnover notify the oncoming crew of any significant information regarding the apparatus or station.