

# Fauquier County Department of Fire Rescue

## **OPERATING PROCEDURE**

No. 132



## **Station Duties**

Effective Date: November 1, 2015

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Revision Date: February 2, 2018

Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

A handwritten signature in black ink, appearing to read 'Darren L. Stevens'.

### **PURPOSE**

To establish a procedure to ensure all personnel are aware of the non-emergent duties and expectations required of them each day they report to duty.

### **SCOPE**

This regulation pertains to all members of Fauquier County Fire, Rescue and Emergency Management (operational and administrative).

### **I. PREFACE**

It is important for personnel to understand the need to ensure station and grounds are kept in a tidy and professional state at all times. The cleanliness of station, apparatus, and tools reflects on our pride, ownership, and professionalism. Every effort should be made daily to adhere to the activities associated with this policy. It is understood that there may be occurrences when tasks cannot be completed due to call volume, special assignment, or other extenuating circumstances. Should this occur, it will be the shift personnel's responsibility to relay any incomplete efforts to the on-coming shift personnel.

### **II. DAILY ACTIVITIES**

- A. All personnel shall ensure that by 0615 each morning all personal protective equipment has been checked and is in acceptable condition, on coming personnel's protective gear placed on or by units and off going personnel's protective gear is stowed.
- B. Personnel shall make every effort to have face to face transfer of information with off-going personnel so that any pertinent information from the prior day can be relayed.
- C. Prior to 0730 hours each morning all apparatus will be checked for readiness. This check should include fuel, water, medications, emergency lights and visual check of exterior of apparatus. Any deficiencies or damage found should be noted appropriately.
- D. SCBA should be checked in each riding position for which personnel may be assigned in primary response apparatus. Refer to SCBA policy for guidance on daily checks and weekly inspections of SCBA.

**Desire to Serve**

**Ability to Perform**

**Courage to Act**

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- E. All functional areas within the station shall be tidied, cleaned and trash emptied prior to 1800hrs (12 hour stations) and 2200hrs (24 hour stations). A functional area is defined as one of the following:
  - 1. Bathroom
  - 2. Dayroom
  - 3. Kitchen
  - 4. Bays

**III. WEEKLY ACTIVITIES**

- A. Weekly activities can be defined as any larger task. Examples would be grounds clean-up, bay floors washing, locker room cleaning and disinfecting, bunk room cleaning and sanitizing.
- B. It shall be the responsibility of each station officer (24 hour stations) and/or the battalion chief or his/her designee (12 hour stations) to work in conjunction with the station volunteer leadership to create, maintain and post in a conspicuous place, the schedule of weekly activities based on the dynamics of each stations.

**IV. APPARATUS CHECKS AND INSPECTIONS**

- A. All apparatus checks and inspections shall be defined as daily or weekly.
- B. Primary response apparatus should be inspected on a daily basis to ensure operational readiness.
- C. Secondary apparatus should be inspected when placed in frontline status or once a week to ensure operational readiness.
- D. It shall be the responsibility of each station officer (24 hour stations) and/or the battalion chief or his/her designee (12 hour stations) to work in conjunction with the station volunteer leadership to create and maintain a weekly schedule of activities pertaining to apparatus checks/inspections.
- E. Each station officer (24 hour stations) and/or battalion chief or his/her designee (12 hour stations) will be responsible for maintaining an accurate daily and weekly inspection form for each apparatus type located in their respective station.
- F. All inspection forms should be filed in a manner to facilitate ease of access upon request.