

STANDARD OPERATING PROCEDURE
100.3
DAILY WORK SCHEDULE

SCOPE:

This standard regulates the daily activities of personnel assigned to the Hopkins County Fire Department Central Station.

DAILY WORK SCHEDULE:

- A) The following duties will be performed every shift as incident volume and weather permit:

Time	Daily Activity
07:00	Shift change, pass on from previous shift. Both oncoming and off going Lt's will meet for a face to face pass on without exception!
07:15	Check apparatus fluids and inspect/check PPE.
07:30	Physical fitness
08:30	Crews back at station for post workout showers & or personal hygiene time.
09:00	Daily equipment checks, Wash first out apparatus, detail and service the assigned apparatus for the day (<i>listed at the end of each daily task under Assigned Tasks Section of this standard</i>). Crew my also start on Assigned Tasks for the day at the discretion of the Shift Leader.
11:00	Personal needs for shift i.e. food shopping.
12:00	Lunch Break.
13:00	Company Drills (To be decided by the Shift Lt.)
14:00	Self Study for Rookies and CE Completion for all others, or Officer leads class instruction.
15:00	Assigned station maintenance & other duties needing attention.

- 17:00 Down time, personnel may change into down time attire and personal visits from family and friends is authorized.
- 21:00 Secure station, turn off two banks of lights in the apparatus bay, secure bay heaters to 40 degrees in the winter, visitors hours over, NO apparatus out of station without approval of Fire Chief except for call out.
- 06:30 Morning wake-up & station cleanup/make coffee for Chief.

- B) Watching T.V. is permitted during lunch and after 17:00 hours. The only exception is the watching of training materials, the weather channel, and music channels.
- C) Sleeping in beds is only permitted from 18:00 to 06:30, napping may take place in the day room during lunch, breaks, and after 17:00. With the exception of weekends and holidays.
- D) Abnormally high run volume may dictate the need for deviation from standard C.

ASSIGNED TASKS:

- A) In addition to routine apparatus checks and general morning house cleaning, the following task will be completed at the time of 15:00 as run volume and weather permit.

Day	Task
Mon.	<u>G.I. kitchen:</u> remove contents and wipe down cupboards, move Microwave and wipe down counters, pull out stove and clean floors and fully clean stove, clean damper, clean out and disinfect refrigerator, clean grill and Microwave. Any other tasks needed. Detailed apparatus for the day listed from section A, Chief 20.
Tues.	<u>G.I. day room, fish bowl and dining area:</u> move furniture and sweep and mop, dust room, disinfect tables and counter tops, clean windows. Detailed apparatus for the day listed from section A, Engine 220.
Wed.	<u>G.I. showers and ALL rest rooms bunkrooms and generator checks:</u> i.e. sweep, mop, scrub toilets, clean mirrors, restock toiletries, and disinfect toilets and showers, vacuum, dust and disinfect sleeping quarters and flip mattresses, ensure station generator performs its self-test, after test check fluids on station generator, check fluids in all manual generators, run all

manual station generators for 15 minutes. Detailed apparatus for the day listed from section A, Brush 20.

- Thurs. **Clean bays, gear room, outside patio:** clean and organize storage areas, sweep patio and make presentable, wash down bays, clean windows office and bay, remove spider webs from walls and any other items, any other cleaning needed identified by personnel, mow back yard. Detailed apparatus for the day listed from section A, Fire Marshal 20.
- Fri. **G. I. station grounds:** Mow front yard, edge around all walkways and flag pole areas, blow off back area, sweep and/or spray off flag pole area and remove all dirt and spider webs from lights and statue, Spray off front drive way. Detailed apparatus for the day listed from section A, Brush 220.
- Sat. **S.C.B.A. Weekly Checks:** Inspect ALL station air packs for function and general appearance and ensure all bottles and associated equipment are in within test compliance dates, general cleaning duties and down day.
- Sun. Make-up duties neglected during week, general cleaning duties and down day.

- B) The daily schedule will be suspended for all legal and federal holidays.
- C) Assigned tasks are expected to be completed before going down for the remainder of the shift unless authorized to be suspended by Fire Chief.
- D) This standard is only a guideline and must be completed before the close of business, unless authorized by a senior officer and management still retains the right of “other duties as assigned” at any point within the duty shift. However, every consideration will be given to the employee’s down time before assigning work during down time hours and management will make every effort to ensure that work assigned during these hours will be limited to “necessary to mission” assignments.

Fire Chief T. Kevin Yates

Reviewed: 01/15/2015