
Section: 1.3 Daily Schedule

Effective Date: 09/04/2007

Revision Date: 04/12/2006

Approved by: SMFD Officers 07/26/2007

Purpose: To establish procedures for the day to day functions of personnel and the approximate time allotment for each function. This schedule is merely a guideline and is not meant to supercede any emergencies, special projects or training sessions. Daily changes to this guideline will be at the discretion of the Shift Commander or Chief and will be announced prior to or at the morning shift communications.

Scope: This guideline is designed to outline what daily operations need to be handled for the smooth running of the department. All personnel should use this guideline to accomplish daily tasks so that the facilities are kept in a clean and presentable order. Safety considerations must be adhered to and personnel must maintain the highest state of readiness.

General: Shift change will occur at 0800 each day. At this time, all personnel should be on site and ready to receive their daily assignment.

Daily Operations:**0800-0900**

- Shift change: All personnel will receive their daily truck assignment and place their gear on the assigned apparatus. The off-going shift will remove their gear from the prior shift assignment.
- Check Personal Gear: Check all of your personal gear to be sure it is in proper order and ready to respond to an emergency. Check all battery powered devices for readiness and charge or replace batteries as needed.
- Check Medical Equipment: Check all medical bags to be sure that they were re-stocked after prior calls. Replace any missing stock. Check all battery powered devices for readiness and charge or replace batteries as needed. Check O2 bottles and fill if needed. Check AED and log your findings into AED log book.
- Check Vehicles: Check the vehicle you're assigned to for readiness. Check fuel and fluid level; notify officer in charge if fuel is needed. Check emergency lighting to be sure they are functioning properly. Check air level and functioning of SCBA and fill if needed. Make note of repair on SCBA if function check is negative. Check equipment for readiness and make note of any damaged equipment for repair. Check all battery powered equipment and charge or replace batteries if needed. Sweep out and/or mop out vehicles as needed.
- Shift Meeting: Shift meeting will cover any topics or communications that need to be passed down to all personnel and any assignments that need to be completed. Any change in the daily schedule such as special projects or training may also be announced at the shift meeting. It may also be used to discuss any previous calls and to go over run sheets.
- Administrative Duties: Read personal emails for any new memos or communications, follow up as needed. Work on or follow up on any other administrative duty as necessary.

0900-1100

- Truck Maintenance: Complete any light repairs and preventative maintenance to vehicles.
- Station Maintenance: Complete any light repairs and preventative maintenance to the station.
- House Work:
 - Daily:
 - Take out all trash

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- Sweep, mop and light cleaning of kitchen
- Sweep, mop and light cleaning of bathrooms
- Vacuum carpeted common areas
- Sweep, mop entry areas
- Dusting as needed
- Wash fire apparatus as needed

Monday:

- Thorough cleaning of work rooms, tool rooms, laundry rooms, SCBA rooms, exercise rooms and EMS rooms.
- Plug in vehicles at Station 1

Tuesday:

- Laundry
- Check and test SCBAs, fill if needed and log them into the SCBA log book.
- Clean windows as needed

Wednesday:

- Thorough cleaning of dorm rooms, locker rooms, bath rooms and showers.
- Check Chief vehicle at station 1
- Plug in trucks at station 1

Thursday:

- Clean apparatus floor
- Check fluids and run small engines
- Do inventory of all ambulances
- Thorough cleaning and decontamination of all ambulances
- Operate all fire pumps

Friday:

- Thorough cleaning of kitchen including stoves, ovens, microwaves and refrigerators.
- Thorough cleaning of office areas
- Buff floors
- Plug in trucks at station 1

Saturday and Sunday:

- Vehicle safety and maintenance check
- Check and test all vehicle batteries
- Check and fill tires as needed
- Check and fill fluids as needed
- Check all lights and replace as needed
- Wipe down interiors of vehicles as needed
- Work on incomplete tasks left over from during the week

1100-1300

- Wellness and physical fitness program: Wellness and physical fitness activities may take place at any time during the shift and based on the Company Officer's discretion. All crews shall ensure that events scheduled for the shift are not missed and that daily duties are completed.
- Lunch

1300-1600

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- Finish tasks not completed from morning routine
- Daily duties as assigned
- Joint station training
- Target hazards
- Business and industry building walkthroughs and familiarization
- Pre-plans
- Committee meeting
- Public education
- Multiple family dwelling inspections
- Training
- Specialized Individual Duties

0800-1600

- Blood pressure checks
- Citizen complaints and follow up
- Public education
- Inspections and re-inspections
- Committee meetings
- Pre-plans
- Wash and repair trucks
- Repairs of facility
- Delegated duties
- Wellness and physical fitness
- Specialized projects
- Training: To include but not limited to; Fire suppression, fire science and behavior, ventilation, water supply, forcible entry, sprinkler systems, salvage and overhaul, SCBAs, extinguishing agents, fire prevention, ladders, fire cause and determination, building construction, driving skills, safety, EMT skills, continuing education, specialized rescue, hazardous materials, boat training, river rescue and any other specialized training.