



Carroll County Department of Fire & EMS

Standard Operating Procedure:	Effective Date: June 8, 2023
Subject: Daily Station Management and Activities	Section: Administration
Authorized: Michael Robinson, Director/Chief	Revision Date: N/A

I. PURPOSE

Carroll County Department of Fire & EMS (DFEMS) shall establish a procedure for the daily activities for all operational career personnel assigned to a fire station. This procedure shall serve as a guide to provide the station officer or FADO, in stations without an officer, with the flexibility necessary to manage his/her shift.

II. DEFINITIONS

Department – Carroll County Department of Fire & EMS

III. PROCEDURES

- a. Scheduled Activities
 - i. All scheduled activities shall begin promptly at 0700 hours.
- b. Priority Activities
 - i. All Priority Activities shall be accomplished as soon as possible during the initial portion of the shift, and definitely prior to 1000 hours.
 - ii. Officer Transition
 - 1. A transition shall occur between the off-going and on-coming station officer or FADO. At a minimum, it shall consist of the following:
 - a. A review of the station transition log.
 - b. A review of the station reading file.
 - c. An update of apparatus/equipment status.
 - d. An update of facility status.
 - e. Other pertinent and relevant information needed by the on-coming shift.
 - iii. Shift Transition

1. A shift transition shall be completed by the on-coming station officer or FADO and his/her shift. At a minimum, it shall consist of the following:
 - a. A review of County-wide staffing scheduled for the day.
 - b. A review of the station transition log.
 - c. A review of the station reading file.
 - d. An update of apparatus/equipment status.
 - e. An update of facility status.
 - f. Uniform of the day.
 - g. A review of relevant policies, messages, and Orders.
 - h. Plan of action for the day.
 - i. Other pertinent and relevant information needed by the on-coming shift.
- iv. Initial Emergency Apparatus Checks
 1. All emergency apparatus and equipment assigned to the station shall be verified to be in an emergency response ready state.
 2. On-coming personnel shall conduct an initial check of vital equipment on their respective apparatus.
- c. Daily Station Report to the Shift Commander
 - i. The Shift Commander or designee shall have telephone or video contact with all stations at an early stage of the shift. Known significant issues should be communicated immediately.
 - ii. Station Officers or FADO when officer not assigned, shall report the following information to the Shift Commander when called:
 1. Assure daily staffing information has been accurately communicated.
 2. Assure all personnel information has been accurately communicated.
 3. Assure station apparatus/equipment status has been accurately communicated.
 4. Report all scheduled daily training, public education, and other pertinent daily activity information.
 5. Additional pertinent information.
 - iii. The Shift Commanders or designee shall advise the Station Officers of the following:
 1. Staffing profile for the day and any anticipated changes.
 2. Known and possible factors that may impact operations for the shift (staffing conditions, weather conditions, special events within the community, etc.)
 3. Additional pertinent information.
- d. Daily Administrative Duties:
 1. Daily Administrative duties shall be accomplished prior to the end of the shift.
 2. Station Lieutenants or designees shall be responsible to report all necessary staffing information to the Shift Commander by the specified time.
 3. Station Lieutenants or designees shall be responsible to report all necessary payroll and leave information in the appropriate manner.

Employee leave records shall be thoroughly documented and regularly reconciled.

4. Station Lieutenants or designees shall be responsible to accomplish all necessary personnel documentation.
- e. Additional Activities
 - i. Station officers have the authority to schedule additional activities to fit each day as circumstances dictate. However, deviations from the normal schedule may require justification.
- f. Physical Fitness
 - i. Physical Fitness (PT) may be completed on a daily basis by all shift personnel. The goal shall be that PT activities be completed by 1000 hours. When necessary, additional PT may take place after 1000 hours at the discretion of the Station Lieutenant. PT uniforms are only to be worn by personnel actively participating in PT activities, and not in areas of the station that are not applicable to physical training.
- g. In-Service Training
 - i. Training shall be conducted in accordance with established programs. The company and/or Station Lieutenant or designee shall be responsible for any additional in-station company-level training for their respective shift, and the scheduling of same.
- h. Maintenance of Apparatus, Equipment:
 - i. Emergency apparatus and equipment
 - ii. Daily and weekly checks and documentation of such
 - iii. Routine maintenance and documentation of such
 - iv. Cleaning as necessary
 - v. Notification and repairs shall be in accordance with departmental procedures.
 - vi. Scheduling of required shop maintenance
- i. Maintenance of Facilities:
 - i. Routine cleaning
 - ii. Weekly cleaning
 - iii. Routine maintenance
 - iv. Notification and repairs shall be in accordance with departmental procedures.
- j. On Street Activities/Community Service Programs
 - i. Shall consist of non-emergency activities.
 - ii. Shall be scheduled and coordinated by the station officer and in conjunction with other stations, as necessary.
- k. Building familiarizations
 - i. Building Inspections
 - ii. Community Service Programs
 - iii. Any other on-street activities (i.e. mapping).
- l. Other Company Responsibilities
 - i. Company responsibilities are assigned by the Shift Commander and Station Lieutenant or designee and typically include:
 1. Vehicle/Equipment Maintenance and Testing
 - a. Records
 - b. Scheduling

- c. EMS
 - d. Hose
 - e. Ladders
 - f. Pumps
 - g. Ropes
- 2. Supplies: Monitor/Order/Document/Inventory
 - a. EMS
 - b. Fuel
 - c. Janitorial
 - d. Kitchen
 - e. Office
 - f. Departmental forms
- 3. Station Manuals
 - a. Policies & Procedures
- 4. Building Familiarization and Pre-Incident Surveys
 - a. Scheduling tours
- 5. Building and Grounds
 - a. Coordination with facilities and volunteer corporations
 - b. Records/scheduling
- 6. Mapping
 - a. Coordination with surrounding companies
 - b. Book updates
- 7. Reports - Fire/EMS
 - a. Ensuring all records are complete, submitted, and closed
- m. Down-Time Activities
 - i. Down-time activities are permitted once ALL necessary and scheduled daily activities are accomplished.
- n. Prior to 1900 hours, personnel:
 - i. Shall be wearing only the appropriate station uniform.
 - ii. Shall NOT sleep or occupy beds unless explicit approval of the Station Lieutenant or designee has been issued.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Daily Station Activities or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.



Sample Weekly Station Activity Sheet

Week of ___ / ___ / ___ to ___ / ___ / ___

Morning Activity	Afternoon Activity	Evening Activity
Sunday Shift:		
Monday Shift:		
Tuesday Shift:		
Wednesday Shift:		
Thursday Shift:		
Friday Shift:		
Saturday Shift:		

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