

1.3 FACILITIES



City of Oak Point Department of Public Safety Fire Department

TITLE: Facilities	SECTION/TOPIC: General Administration
NUMBER: 1.3	ISSUE DATE: 01.21.2015
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1.0 POLICY REFERENCE

The Director of Public Safety will structure the organization and make assignments of officers and members in an effort to provide the best possible services to the citizens of Oak Point, effectively utilize the time and talents of all members and position the Department to operate in a manner that facilitates change and places maximum emphasis on effectiveness.

2.0 PURPOSE

This standard operating procedure/guideline addresses tobacco use, telephones and usage, sleeping facilities, apparatus bay doors, portable fire extinguishers, storage and use of fuels, facility maintenance and repairs, facility security, public access policy, workplace violence.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

4.0 PROCEDURES/GUIDELINES & INFORMATION

4.1 General Regulations

1. Breakfast – Breakfast is permitted in the morning and should be eaten by 9:00am when possible. The kitchen should be cleaned after the dishes are cleaned. Degrease grills, stoves, counters as necessary.
2. Special Cleaning For Kitchen Utensils – Cleaning of the kitchen applies after each meal (includes cleaning the table and the floor underneath it).
3. Station Orderliness - Papers and furniture need to be arranged to keep the station appearance looking good. Burned out light bulbs are to be replaced immediately. After these as-needed duties are finished, there may be special duties; there may be special assigned

duties for a particular day that need to be completed. If something needs cleaning, regardless of the assigned day to clean that area, clean it. Remember, the station is home to you and others.

4. Trash – Station trash should be taken to the dumpster and the trash cans washed out to keep down odors in the station. Accumulative trash for the entire day should be taken care of after the evening meal for health and odor reasons.
5. Mops – Mops should be cleaned before and after each use and put on storage racks to dry. All cleaning supplies should be stored away properly.
6. Bathrooms – Bathrooms could be health hazards if not kept clean. All toilets and sinks should be cleaned and disinfected everyday. This includes kitchen sinks. Medical equipment should not be washed in kitchen sinks/bathroom sinks.
7. Garden Hoses – Garden hoses should be wound neatly on their storage rack after each use. In the event of freezing weather, all outside hoses should be brought in and drained.
8. Station Lighting – Outside lighting should be monitored and security lighting should not be left on in the daytime. Interior station lighting should be shut off when the area is not being used and when the station is empty due to a non-emergency function.
9. Television – The viewing of television during shift duty hours(530am-700pm) is prohibited except in the case of a weather related event or national emergency. The FOIC shall insure recreational television viewing does not interfere with station duties, training sessions, or in any way hampers the mission of OPDPS Fire Rescue. As fire personnel work 1 in 3 days all work periods are the same no matter the day of the week worked. The following guidelines are to be used in the viewing of television during approved hours:
 - a. The television should not be on during class time, training sessions, “round table” or “tailboard” reviews of runs, etc.
 - b. It is not appropriate for a crew to watch television when regular duties remain undone. This includes not only assigned daily duties, but all reoccurring situations as well. For example, vehicles that need washing, trash in the yard, minor repairs or maintenance of equipment, etc.
 - c. It is not appropriate for part of a crew to be watching television while the remaining members continue to work. From 1900-0100 hours TV viewing is acceptable.
 - d. If a visitor comes in while the TV is on, the TV should be turned off and full attention given to the needs of the citizen.
 - e. The sound on the TV should not be allowed to be at a level that interferes with hearing the station speakers. When the tone sounds, the TV should be muted to insure all personnel are able to hear the station speaker.
 - f. The TV should be turned off prior to leaving the station unmanned for any reason.
 - g. The FOIC has full discretion on whether or not TV viewing is appropriate during the entire twenty-four (24) hour shift. Therefore, the FOIC has full responsibility to insure that recreational TV viewing does not hamper crew performance, accomplishing assigned tasks, or accomplishing those unassigned tasks that need to be done.

- h. For breaking news the FOIC may allow TV viewing during daytime hours.
10. Training – Each week will have some type of training. There should be no unnecessary interruptions during the training. Personnel should refrain from using abusive or offensive language; respect should be given to all instructors and the public. All training is to be noted in the station log.
 11. Special Projects – If a special project is worked on during the day, clean all areas used before the end of the day. If a project extends beyond 1700 hours or to another shift, make every effort to clean the area so that accidents will not happen. Do not work near compressors or cascade systems.
 12. Operational Readiness – FOIC are to ensure that crews and equipment remain in a state of operational readiness at all times or are returned to a state of operational readiness as soon as possible after an emergency response. Daily activities are to be accomplished from an operationally ready position. The FOIC is to ensure that all daily duties, scheduled activities, training, etc., are accomplished during the twenty-four (24) hour shift whenever possible. This may require the assignment of activities after 1800 hours in some situations. When everything is done, the FOICs may allow leisure time. Leisure time may include activities of TV viewing, reading, games, etc. Sleep time is limited to after 2000 hours in all cases. Station security is 2200 hours at which time all station doors will be secured and minimal lighting will be required. Personnel staying up longer may do so as long as the area is secured.
 13. Telephone – During the day there may be numerous phone calls. These should be kept short to keep lines clear for the business to the department. The telephone should be answered: City of Oak Point Fire Rescue, and your name. Messages should be taken for anyone not available. Courtesy should be exhibited at all times; we are here to serve the public. Fire cellular phones are for department use only.
 14. Miscellaneous – Attempts should be made to repair items that are broken around that station. Firefighters will not go back to bed at night returning from a run until apparatus is back to emergency response condition.
 15. Wake-up – In the morning, wake-up time is 0530 with shift change at 0600. All linen should be picked up and beds returned to their regular daytime stations. Turnout gear should be neatly returned to lockers. Information about the previous shift should be passed on to the oncoming shift.
 16. Yard Maintenance – Yards are kept as a matter of pride and good public relations for the department and the city. Trash that is noticed in the yard should be picked up.
 17. Security – Security is a matter for everyone. Personal security applies to locking your vehicle, personal locker, etc. Leaving the building requires that lights be turned off. All doors should be secured. Emergency runs leave the station very vulnerable to theft or vandalism. Every attempt should be made to keep security at a maximum at all times, by keeping the public to designated areas, and to accompany the public when they are not in access areas. This may mean closing the apparatus doors during the summer unless fire department personnel are in the area. Personnel are to close apparatus doors while leaving on emergency calls. Station doors will always be locked.

18. Station Accidents – The first priority is to attend to the injured person. The second priority is to notify the FOIC. The Director must be notified in all cases of injury to civilian personnel, regardless of how minor the injury. For fire rescue personnel, the standard worker's compensation forms should be filled out, regardless of how minor the injury is. If it is not written, it did not happen. For civilians, get their name, address, telephone number, and a brief description of what happened, in their words, along with their signature (use long memo form). The FOIC should also submit, in writing, a description of what happened, what was seen by fire department personnel, and any statements made by the victim, whether these statements are derogatory towards the fire department or statements that would clear the department from fault.
19. Station Repairs – Repairs of equipment should be handled at the level that they can be properly handled. On duty personnel should attempt repairs when possible. If this is not possible, send in a email to the director describing the repair request. Upon completion of the repair, the request should be noted as complete and notify the director a repair has been made. The request should have name of personnel making the request, and a detailed explanation of what needs to be repaired. Parts should be tagged with proper information.
20. Station Log – The information needed in the station log is the status of personnel assigned to a shift on a particular day, the daily activities, all paper generated runs, weather description, and any other special notations which are concerns of that station or the department. It is the responsibility of the officer to enter the information into the computer or designate the firefighter to make the required entries. It is the FOIC's responsibility to read the prior shift's entries.
21. Tours – It is the responsibility of the FOIC to prepare for a station tour. The tour should be conducted in such a way as to: (1) educate, and (2) to present a positive public relations effort. All tours should be conducted during normal business hours, except where special arrangements are made. All requests for tours should be directed to the director.

4.2 Sleeping facilities:

1. Sleeping facilities are for the use of on-shift employees only. Relatives, guests or non-fire personnel are prohibited from being in them whether escorted or not.
2. All personnel are to sleep in standard gym shorts and Department issued cotton t-shirts. Personnel are at no time to exhibit any form of nudity while on shift. Personnel are prohibited from sleeping in boxers or other type of underwear.
3. Sleeping quarters are to be kept clean and orderly at all times.

4.3 Apparatus bay doors: Apparatus bay doors are to remain closed when it is practical to do so. If service calls occur during the day where all personnel are taken away from the station, the overhead bay doors will be closed.

- 4.4 Portable Fire Extinguishers:** Portable fire extinguishers within the facility and city hall are to be checked monthly for readiness and certification. Standard fire extinguisher inspection rules shall apply. This shall be done by the first Thursday of each month.
- 4.5 Storage and use of fuels:** Fuels and flammables of all types may only be used and stored in approved containers and only outside of living and sleeping quarters.
- 4.6 Public Access Policy:** Non-department members shall only be permitted in areas that are open to the general public, this includes other members of city staff. FOIC is responsible for the enforcement of this order.
- 4.7 Workplace Violence:** Violence in the work place will not be tolerated. Personnel should refer to the City of Oak Point Human Resource Manual Section 119 in regards to workplace violence.
- 4.8 Tobacco Use:** Tobacco use in any form at the DPS Facility or while on duty is prohibited. Any personal product that may give the appearance of or be mistaken for tobacco use is also prohibited. There are no exceptions to this policy.