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| Section: General Rules & Administration- 100.00 |
| SOP # 100.05 | Subject: Station Duty Assignments | Page: 1 of 2 |
| Effective: 02/17/2022 | Authorized: Tiffany Lamp- Asst. Director |
| Revised: | Authorized:  |

 Rural Pope County Emergency Medical Services

 Standard Operating Procedures

100,05.01 Purpose

The purpose of this SOP is to establish a policy that outlines the general maintenance and clean-up responsibilities of each employee assigned to a fire/EMS station.

100.05.02 General

Each employee is expected to perform duties and tasks that maintain the general cleanliness and professional appearance of the station to which they are assigned. Duties and assigned tasks should be performed daily and completed prior to 1700 hours when able. It is the responsibility of the Supervisor to inspect and insure compliance of this policy for the personnel under their command.

100.05.03 Policy

Personnel are accountable for the following station duties and tasks:

1. Apparatus Cleanliness – The assigned apparatus will be washed and cleaned at the start of each shift.

2. Fuel – Fuel levels below ¾ of a tank shall be topped off prior to the end of each shift.

3. Apparatus Bays – Assigned apparatus bays are to be kept neat and clean free of dirt, grime, debris and motor fluids. Assigned apparatus bays should be swept and mopped as needed to maintain compliance with this policy.

4. General Station Appearance and Cleanliness – Personnel will be responsible for the general appearance and hygienic cleanliness of the station to which they are assigned.

a. Removal of rubbish and waste from the trash receptacles as needed.

b. The vacuuming of carpets where the public has access as needed to maintain a professional appearance.

 c. Mopping of floors accessible to the general public as needed to maintain a professional appearance.

5. Restroom Cleanliness - Restrooms utilized by personnel and those accessible to the general public should be maintained in a professional and hygienic manner. Soiled linen should not be left on the floor or towel hooks and personal hygiene items should be stored after each use.

6. Kitchen Cleanliness – Personnel are expected to clean up after themselves after each meal.

a. This includes the washing, drying and replacement of pots, utensils and dishes used.

b. Rubbish and waste is to be removed from trash receptacles whenever they are full.

c. Tabletops, countertops and appliances should be wiped down and/or disinfected after each use.

d. Kitchen floors should be cleaned and mopped as needed after each use.

e. Food placed in the refrigerator should be labeled with the employee’s name and dated. Food should not be left in the refrigerator past its expiration date. Prepared food should not be left in the refrigerator past seven (7) days of preparation.

f. Issued food pantries should be inspected and cleaned as needed.

 7. Bunking Quarters – Berthing quarters shall be always kept neat and tidy.

a. Bunks should be made for overnight stay prior to co-workers and peers retire for the evening.

b. Bed linens should be stripped and stored at the completion of each shift.c. Soiled linens should be laundered as needed and not stored in hampers or lockers for extended periods of time.

d. Carpets should be vacuumed as needed to prevent dust and filth buildup.

e. Dressers, side tables and other flat surfaces should be wiped down or dusted as needed.

f. Food or beverages should not be stored in bunk spaces.

10. Lounge – Personnel should clean up after themselves after each use of the lounge. Food and beverage items should be removed after each use.

100.05.04 Exceptions

Personnel assigned to the station with a high call volume may not always have time to accomplish any or all assigned station duties. This is understandable and the supervisor should be notified if this occurs.