

Daily, Weekly Procedures and Operational Readiness

200.1 PURPOSE AND SCOPE

This document provides daily operational readiness procedures for Euless Fire Department personnel. These procedures should be implemented at the start of each Tour/Shift.

Corresponding Policies:

- Emergency Response
- Fireground Accountability
- Minimum Staffing Levels
- Personal Protective Equipment
- Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

200.2 DAILY PROCEDURES

0700 Tour/Shift Change: Relief will be made between all operations personnel.

The apparatus will be thoroughly checked and inventoried each day of a 48 hour tour.

A briefing session will be held with all crew members going over, but not limited to planned daily activities, new memos, general orders or procedures, new or changed equipment, and other information needed for the shift. This should occur each day of a 48 hour tour.

Check email by 0900 then again in the evening each day of a 48 hour tour.

Time for Physical Training (PT) will be allotted on all days, this will depend on call volume, training events and other scheduled events for the public. There will not be a specific time period allocated each day, it is up to the employee to find a time for PT each shift that fits into the daily schedule and call volume.

Routine station cleaning, trash taken out as needed.

200.3 WEEKLY PROCEDURES GENERAL GUIDELINES

Monday

- (a) Assignment: Bay, Tool Room, Bunker Gear Room, Mop Room, Stairwell, Weight Room / Cardio, station supply inventory.
- (b) Benchmarks: Oil spots, cobwebs, empty trash, check light bulbs, organize spare equipment.

Tuesday

- (a) Assignment: Primary Apparatus
- (b) Benchmark: Inventory and weekly checklist completed, equipment checked and cleaned, apparatus washed and road tested, Access Euless entered for deficiencies.

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Wednesday

- (a) Assignment: Kitchen, Day Room, Bathrooms, EMS Closet. (Recycle)
- (b) Benchmark: Clean refrigerators, organize pantry, remove grease from vent-a-hood, clean grills, dust shelves and fan blades, clean and restock bathrooms.

Thursday

- (a) Assignment: Reserve Apparatus, Pickup EMS Supplies, Pick up Station Supplies.
- (b) Benchmark: Inventory and weekly checklist completed, equipment checked and cleaned, apparatus washed and road tested, Access Eules entered for deficiencies

Friday

- (a) Assignment: Bedrooms, Offices, Closets.
- (b) Benchmark: Dust fans and shelves, sweep and mop under beds, replace light bulbs, empty trash.

The apparatus and stations will be inspected by the Station Officer and/or Shift Commander.
The stations will be checked at the end of each tour and made ready for oncoming crew.

200.4 POSITIONAL RESPONSIBILITIES

Members with responsibility for operational readiness include:

200.4.1 BATTALION CHIEF

The following shall occur each day of a 48 hour tour.

The Battalion Chief should be responsible for every station, apparatus and member assigned to his/her battalion.

Priority should be given to:

- (a) Assigning resources so that all stations and companies are staffed according to department guidelines.
- (b) Checking status so that all companies are in-service or otherwise accounted for.

200.4.2 COMPANY OFFICER

The following shall occur each day of a 48 hour tour.

The Company Officer should be responsible for firefighters assigned to the company or companies under his/her command and the overall condition of the apparatus and station.

Priority should be given to:

- (a) Instructing and directing firefighters to understand responsibilities during emergency responses.
- (b) Instructing, directing and supervising firefighters to understand and complete assigned tasks.

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- (c) Directing firefighters to initiate repair or replacement of damaged, inoperable or missing equipment.

200.4.3 DRIVER/ENGINEER

The following shall occur each day of a 48 hour tour.

Driver/Engineers should be responsible for conducting a daily inspection of assigned apparatus established by the Department.

- (a) The inspection should include all items and provisions identified to ensure safe operational status in the Department policy.
- (b) When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Company Officer should be immediately notified.
 - 1. If the Company Officer determines that the apparatus is not safe to operate, it should be removed from service as soon as practicably reasonable.
 - 2. Any safety-related deficiency that does not require the apparatus to be taken out of service should be repaired as soon as practicably reasonable.
- (c) Diesel exhaust emission systems should be inspected to make sure they are attached and operating properly. Systems not operating properly should be reported to the Company Officer.

200.4.4 FIREFIGHTER

Firefighters should comply with the following requirements each day of a 48 hour tour:

- (a) Inspecting his/her personal protective equipment and placing it on or near the apparatus for quick donning.
- (b) Inspecting and testing his/her assigned self-contained breathing apparatus and knowing where it is stored on the apparatus.
- (c) Understanding the responsibilities of his/her position during emergency response.
- (d) Inspecting tools assigned to his/her unit.
- (e) Complying with the department personnel accountability system and reporting any damaged or inoperative personnel accountability equipment to the Company Officer.
- (f) Assisting the Driver/Engineer with inspecting tools, equipment and supplies assigned to the apparatus.
- (g) Serving as spotter when the operator is backing the apparatus.
- (h) Reconnecting the vehicle exhaust removal system after each call.