



**HORRY COUNTY
FIRE RESCUE DEPARTMENT**
PROUD * PREPARED * PROFESSIONAL



STANDARD OPERATING PROCEDURE

APPROVED BY GARRY B. ALDERMAN, FIRE CHIEF:

DATE: 02/11/11

SOP 202

SHIFT MANAGEMENT

PURPOSE OF THIS STANDARD

To establish a shift management program to provide for the proper use of resources to meet the goals and objectives of Horry County Fire Rescue (HCFR).

SECTION 1 – GENERAL

1. APPLICABILITY

A. This standard applies to all Field Operations Personnel.

2. RESPONSIBILITY

A. Battalion Chief: Will establish goals and objectives for the shift pursuant to this and other applicable HCFR SOPs. The Battalion Chief will ensure compliance with this policy by overseeing the activities of the personnel assigned to their shift. One Battalion Chief will be appointed by the Assistant Chief of Operations as the Shift Commander and will oversee the programs of this policy on their respective shifts.

B. Company Officer: Will be responsible for completing the projects and assignments mandated by this standard under the direction of their shift's Battalion Chief. The Company Officer is responsible for the management of this policy in accordance with other applicable department policies as required.

- C. Firefighter: Will be responsible for the completion of tasks and assignments as directed by the supervising officer in accordance with this and other HCFR standards and guidelines.

SECTION 2-GUIDELINES

1. MISCELANEOUS

- A. On-duty personnel must have a portable radio and/or a pager with them at all times in or out of the station to ensure constant communications capabilities. One member assigned to a medic unit must also maintain possession of the Medic Unit Cell Phone at all times.
- B. All on-duty personnel shall have in their possession a valid driver's license, current medical certification card, and Horry County Identification Card. For purposes of safe keeping, these items may remain secured on the apparatus while engaged in work related activities. They must, however, be readily available, if requested.

2. VISITORS

- A. All Visitors to the station must be acknowledged and greeted immediately upon entering the station (or grounds if members are outside).
- B. If the visitor is a Chief Officer, all seated members will rise and greet the Chief Officer.
- C. The Station Officer must be notified anytime a visitor is in the station or on the property.
- D. Personal visitors are allowed in the station between 1100 hours and 2200 hours.
- E. Personal visits must not interfere with the completion of duties.
- F. Personal visits cannot be conducted in the sleeping quarters, bathroom, closed offices, or parked vehicles.

SECTION 3 – PROCEDURES

1. BEGINNING THE SHIFT

- A. The Company shall receive from the off going personnel any pertinent information that will affect the delivery of service or response to calls to include but not be limited to the following:
 - a. Apparatus defects
 - b. Station defects
 - c. Broken or missing equipment and location if known
 - d. Street closings found

- e. Hydrants out of Service
 - f. Alarm/protection systems out of service
- B. The Company Officer will ensure that all personnel scheduled for the shift are present.
- C. In the event that relief personnel are not present at shift change, the Company Officer will notify the Battalion Chief on duty. To ensure complete staffing and provision of services, personnel going off shift will be held over until relief personnel arrive at the station.
- D. The Company Officer will review any new memos, directives, emails, notices or other correspondences posted since their last shift and deliver this information to their personnel.
- E. The Company Officer will review the day's training and work assignments, as well as update the riding assignment board.

2. **SHIFT ACTIVITIES**

A. Daily Activity Schedule

- a. The Company Officer shall ensure that the Daily Activity Schedule is followed with assistance from the Battalion Chief as needed.
- b. In the absence of a Company Officer, the Battalion Chief will assign a Senior Firefighter the task of ensuring the Daily Activity Schedule is followed.
- c. Activities will be conducted according to the schedule and explanation attached in the appendix to this SOP.

B. Daily Housework: The following items are to be completed on a daily basis:

- a. The bay area must be swept daily with all water, oil, and grease cleaned up. All protective clothing other than that used by the on-duty personnel must be properly stored.
- b. Bathroom sinks and toilets are to be cleaned and sanitized. All towels are to be hung up. All paper products must be replenished in their proper containers. Bathroom floors must be swept.
- c. Kitchen sinks, appliances, counter tops, and tables are to be cleaned and sanitized. Floors are to be swept. No food is to be kept on appliances or counter tops. Dishes are to be washed and placed in the cabinets.
- d. Day room floors are to be swept or vacuumed. All tabletops will be wiped down and sanitized. No food or drink is to be left on tabletops.

- e. Floors in sleeping quarters are to be swept or vacuumed. Food and drink is not permitted in the sleeping area. All beds are to be stripped of linen at the end of each shift. Linen should be stored properly. Clothing must be properly stored in lockers.
 - f. Storage areas are to be swept and placed in good order.
 - g. Outside areas should be surveyed. Trash and debris should be disposed of properly. All apparatus cleaning equipment and hoses should be stored properly when not in use.
- C. Weekly Housework: The following housework activities will be accomplished on Saturday in addition to Daily Housework:
- a. Bay floor swept, mopped, squeezed
 - b. All tile floors swept and mopped
 - c. All furniture dusted
 - d. All cabinets and lockers cleaned
 - e. Refrigerator, stove, oven, and microwave oven cleaned
 - f. Windows will be washed inside and out
 - g. Sleeping quarters cleaned, beds moved and vacuumed
 - h. Trash containers cleaned and sanitized
 - i. Shower area cleaned and sanitized
 - j. Replace blown light bulbs
 - k. Clean all exposed wall/door surfaces (handprints, smudges, etc.)
- D. Monthly Housework: The following housework activities will be accomplished on the last Saturday of each month in addition to Daily and Weekly Housework.
- a. Heat/AC air vents cleaned
 - b. Rain gutters inspected/cleaned
 - c. Bedding aired outside if weather permits
 - d. Tile floors waxed

- E. Due to unforeseen circumstances that may occur, work assignments may be passed on to the next assigned shift. In these cases, a notation listing the specifics will be made in the station log and the Battalion Chief will be notified.
- F. The activities outlined in this SOP may be modified or suspended by the HCFR Chief, Assistant Chief of Operations, or the Duty Battalion Chief on holidays recognized by Horry County Government.

3. LOG BOOK

- A. The Company Officer (Senior Person in the absence of the Company Officer) will maintain a station logbook of events occurring during the shift. The station log is to be hand-written, available for review at all times and will include the following:
 - B. Time and attendance of all career personnel assigned to the shift. Leave and details will be entered in the station log as well.
 - C. Riding positions/assignments of all assigned personnel.
 - D. Chronological entry of the day's activities and events.
 - E. Incident responses recorded in Red ink.
 - F. Signature of all guests and visitors (including other HCFR members).
 - G. Other information as required.
- H. Once the log book is full and no additional entries can be made in that book, the book should be filed in the station and a new log book should be started. The old log book will be kept until such time that the subsequent log book is filled. At that time the oldest log book can be sent to administration for storage and the recently completed book will take its place in the file drawer.

4. RESPONSE DOCUMENTATION

- A. In addition to being recorded in the Log Book, a NFIRS report must be completed for each response by Horry County Fire Rescue personnel and apparatus. The Company Officer is responsible for the NFIRS documentation. In the absence of a Company Officer, the unit officer will be responsible for completing the NFIRS report.
- B. The primary medical attendant is responsible for documentation of patients in Visual EMS. In the event an HCFR Fire Apparatus does not respond to or arrive on the scene with the ambulance, the attendant must also complete a NFIRS report.

| Station Operational schedule | | |
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| Time | Activities | Maintenance Assignment |
| 08:00-09:00 | Report for duty; Ensure Daily Staffing is Accurate; Shift Briefing; Daily/Weekly/Monthly Apparatus Checks; | |
| 09:00-10:30 | Morning PT; Training | |
| 10:30-13:00 | Clean-up; Meal Time | |
| 13:00-18:00 | Training / Projects | |
| 18:00-19:00 | Clean-up; Meal Time | |
| 19:00-22:00 | Night Training / Volunteer Training | |
| CENTERLEARN SHOULD BE COMPLETED ON THE FIRST SHIFT OF THE MONTH. MONTHLY TRAINING OBJECTIVES FROM THE TRAINING DIVISION WILL BE COMPLETED PER INSTRUCTIONS IN PACKET. | | |
| Monday | Medical Emphasis; Monthly Maintenance on Second Monday; Monthly Training Packet | ENGINE |
| Tuesday | Projects and Training Outside the Station; Hydrants; Maps; Surveys | |
| Wednesday | Monthly Maintenance on First Wednesday of the Month for Ambulance; Second Wednesday for Brush Truck; Monthly Training Packet | AMBULANCE, BRUSH TRUCK |
| Thursday | Projects and Training Outside the Station; Hydrants, Maps; Surveys | |
| Friday | Monthly Gear Inspections First Friday of the Month; Specialty Training; Company Officer/Battalion Chief Discretion | TOWER, LADDER, RESCUE, TANKER |
| Saturday | Make up day | STATION, GROUNDS |
| Sunday | Make up day | SCBA, STATION INVENTORY |