

Standard Operating Guideline (SOG): Fire Department Daily Work Schedule

Purpose

This Standard Operating Guideline (SOG) establishes expectations for the 48/96 work rotation within the fire department. The information outlined in this document is designed to assist shift commanders and captains in guiding their crews through scheduled responsibilities and department-wide projects efficiently and effectively.

Work Rotation Schedule

General Guidelines

- **Shift:** The shift consists of a standard workday followed by a discretionary day.
- **Workday Hours:** 07:00- 16:00
- **Discretionary Day Hours:** Will be determined by the needs of the crew.
- **Uniform and Readiness:** On the first day of the shift, all personnel must be in appropriate uniform and ready to respond to incidents by 0700. On the discretionary day, personnel must be in uniform by no later than 0800 unless extenuating circumstances arise. See

Flexibility and Completion

- The schedule is designed to be flexible. Crews should strive to achieve all shift goals, ensuring that daily priorities and project work are completed by the end of the 48-hour rotation.
- All tasks scheduled on the daily work schedule and a reasonable portion of current project work must be completed by the end of each rotation.
- The project work assigned will have specific deadlines for completion.
- Captains are responsible for tracking the progress of stations within their hubs.
- Shift commanders have the authority to adjust this schedule when necessary. Adjustments from the discretionary day must be reserved for mission-critical situations or if responsibilities were not met in the first 24 hours.

Daily Priorities

1. **Apparatus and Equipment Checks**
 - Conduct thorough truck checks at the beginning of the shift and a secondary inspection 24 hours later, including ensuring all SCBA, PPE, and equipment are clean and in proper working order at the beginning of both days.

2. **Training**
 - All members must complete and log at least four hours of training per shift, including at least 2 hours of ISO company training.
 - If training is not completed on the first day, it must be completed on the second day.
3. **Project Work**
 - Addressing project work is essential for understanding the layout and hazards of commercial occupancies or the status of hydrants.
 - Companies must complete enough project work per shift to ensure completion within the project's timeline. This may vary by project and company.
4. **Station Cleaning and Maintenance**
 - All stations are expected to be kept clean, orderly, and uncluttered. Basic cleaning and maintenance are expected to be done every shift with special attention given to areas listed below (Designated Maintenance/Cleaning Days). Ensure that dirty items are cleaned and broken items are repaired.
 - Project a positive image of RMF through the condition of the station.
5. **Run Reports and Office Work**
 - All reports and administrative work (payroll, etc.) must be completed by the end of the shift as per NFIRS SOG.

Designated Maintenance/Cleaning Days

- **Monday:** Station interior – Deep clean bathrooms, kitchen, sweep/mop floors, etc.
- **Tuesday:** Detailed truck checks
- **Wednesday:** Truck tools and maintenance
- **Thursday:** Stock room and bay floors
- **Friday:** Apparatus deep cleaning – Clean cab, compartments, lubricate hinges, and clean tools
- **Saturday:** General clean up and upkeep.

Recommendations

- It is strongly recommended that all assigned daily tasks be completed within 24 hours of beginning the shift. However, all work must be completed by the end of the 48-hour rotation.

By adhering to this SOG, the department aims to maintain high operational readiness and station upkeep standards, ensuring both effective service delivery and a positive public image.