

# ***Slackwood Vol. Fire Co., No. 1, Inc.***

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## **STANDARD OPERATING GUIDELINES FOR PAID PERSONNEL**

1. The firefighter will check all fire, drill, and truck repair reports to see if an apparatus has been used in his absence. He will then make all necessary repairs to the apparatus. The firefighter will then wash, with soap and water, the apparatus and dry same with a non-abrasive cloth, and remove all water spots from all mirrors, inside and outside glass, and pump panels. Upon-completion of his work, the driver will then log all work that has been completed in the station log, indicating the times at which the work was completed. All maintenance forms shall be completed, signed, and filed. If at any time the firefighter is unable to make the repair he must notify the Chief or Deputy Chief, so that arrangements can be made with the township mechanic for repairs.
2. In the event that no apparatus was used during the firefighter's absence the firefighter will then do the following weekly work schedule.

**Monday:** Rescue 21 will be thoroughly checked out as follows:

- \* All engine fluids checked
- \* All generator fluids checked
- \* All pump fluids checked and refilled
- \* Check tire pressure and wear
- \* Make visual checks of all hoses, lines, and belts for wear and adjustment
- \* Check cab interior, making sure that all gauges, switches, and seat belts are operational and that all documentation, including street index and box alarm sheets are present
- \* Upon completion of the cab check, pull apparatus onto ramp (weather permitting) and start the generator and let both engine and generator run for 15 minutes. The generator should run with a load. While the engine is running, all emergency, exterior, and interior lights will be checked.
- \* Check and operate all rescue tools stored on the apparatus and ensure that they are operating correctly.
- \* At the completion of this work, apparatus shall be washed and dried, as stated in (1) and then parked in its bay and attached to the charging system.
- \* If any part of the apparatus or equipment is found to be in need of repair, maintenance or adjustment, the firefighter shall perform such work; enter it in the station log and complete, sign and file appropriate maintenance forms.
- \* Lunch
- \* Clean member's room & meeting room thoroughly. Sweep out engine room, snorkel bay, and work bay rooms, wet mop same. Store any equipment in its proper

place, lock all cabinets, make sure all apparatus are fueled and plugged into charging and air system.

**Tuesday:** Engine 21 will be thoroughly checked as follows:

- \* All engine fluids checked
- \* All generator fluids checked
- \* All pump fluids checked and refilled
- \* Check tire pressure and wear
- \* Make visual check of all hoses, lines, and belts for wear and adjustment
- \* Check main pump for leaks at all intakes and discharges
- \* Check cab interior, making sure that all gauges, switches, and seat belts are operational and that all documentation, including street index and box alarm sheets are present
- \* Upon completion of the cab check, pull apparatus onto ramp (weather permitting) and start the generator and let both engine and generator run for 15 minutes. The generator should be run with a load. While the engine is running, all emergency, interior, and exterior lights will be checked.
- \* All hose nozzles shall be checked for smooth and proper operation
- \* Check and operate all remaining equipment stored on the apparatus for correct fluid levels (where applicable) and ensure that it is in correct operating condition. Paint and decal any equipment if necessary. Engage main and high pressure pumps and check proper operation of the pumps and all valves, intakes, and discharges. At the completion of this work, apparatus shall be washed and dried, as stated in (1) and then parked in its bay and attached to the charging system
- \* If any part of the apparatus or equipment is found to be in need of repair, maintenance or adjustment, the firefighter shall perform such work; enter it in the station log, complete, sign, and file appropriate maintenance forms.
- \* Lunch
- \* Check all fluid levels and add if needed
- \* Make visual checks for leaks, and make sure room is clean at all times
- \* Log in station log and fill out, sign and file all maintenance forms

The Firefighter will inspect the breathing air system as follows:

- \* Check the entire system for any type of leaks
- \* Make sure that all bottles are filled to their proper pressure
- \* Run system for a minimum of 20 minutes
- \* Check to make sure that the system operates automatically when at low pressure
- \* Make sure that the cascade area is clean at all times and that no unnecessary items are being stored next to the cascade system
- \* Log in station log, and fill out, sign and file all maintenance forms

The Firefighter will clean the windows inside and out in the main engine room, radio room, snorkel bay and work bay (weather permitting for outside) Store any firehouse equipment in its proper place, lock all cabinets, make sure all apparatus are fueled and plugged into the charging and air system.

**Wednesday:** Engine 21-1 will be thoroughly checked as follows:

- \* All engine fluids checked
- \* All generator fluids checked
- \* All pump fluids checked and refilled
- \* Check tire pressure and wear
- \* Make visual check of all hoses, lines, and belts for wear and adjustment
- \* Check main pump for leaks at all intakes and discharges
- \* Check cab interior, making sure that all gauges, switches, and seat belts are operational and that all documentation, including street index and box alarm sheets are present
- \* Upon completion of the cab check, pull apparatus onto ramp (weather permitting) and start the generator and let both engine and generator run for 15 minutes. The generator should be run with a load. While the engine is running, all emergency, interior, and exterior lights will be checked.
- \* All hose nozzles shall be checked for smooth and proper operation
- \* Check and operate all remaining equipment stored on the apparatus for correct fluid levels (where applicable) and ensure that it is in correct operating condition. Paint and decal any equipment if necessary. Engage main and high pressure pumps and check proper operation of the pumps and all valves, intakes, and discharges. At the completion of this work, apparatus shall be washed and dried, as stated in (1) and then parked in its bay and attached to the charging system
- \* If any part of the apparatus or equipment is found to be in need of repair, maintenance or adjustment, the firefighter shall perform such work; enter it in the station log, complete, sign, and file appropriate maintenance forms.
- \* Lunch
  
- \* The Firefighter will inspect all SCBA packs, bottles and body alerts for proper operation. All bottles will be checked for proper level and filled if needed. Any SCBA pack or bottle that can not be repaired shall be tagged and taken out of service immediately
- \* The SCBA system on Snorkel 21 shall be checked for leaks and proper operation
- \* All bottles on Snorkel 21 shall be checked for proper fill level.

Store any firehouse equipment in its proper place, lock all cabinets, make sure all apparatus are fueled and plugged into the charging and air system.

**Thursday:** Snorkel 21 will be thoroughly checked out as follows:

- \* All engine fluids checked
- \* All generator fluids checked
- \* All pump fluids checked and refilled
- \* Check tire pressure and wear
- \* Make visual check of all hoses, lines, and belts for wear and adjustment
- \* Check main pump for leaks at all intakes and discharges
- \* Check cab interior, making sure that all gauges, switches, and seat belts are operational and that all documentation, including street index and box alarm sheets are present

- \* Upon completion of the cab check, pull apparatus onto ramp (weather permitting) and start the generator and let both engine and generator run for 15 minutes. The generator should be run with a load. While the engine is running, all emergency, interior, and exterior lights will be checked.
- \* All hose nozzles shall be checked for smooth and proper operation
- \* Check and operate all remaining equipment stored on the apparatus for correct fluid levels (where applicable) and ensure that it is in correct operating condition. Paint and decal any equipment if necessary. Engage main and high pressure pumps and check proper operation of the pumps and all valves, intakes, and discharges. At the completion of this work, apparatus shall be washed and dried, as stated in (1) and then parked in its bay and attached to the charging system
- \* If any part of the apparatus or equipment is found to be in need of repair, maintenance or adjustment, the firefighter shall perform such work; enter it in the station log, complete, sign, and file appropriate maintenance forms.
- \* Lunch
- \* Check all EMS supplies on all apparatus and in station, restock if needed. Store any firehouse equipment in its proper place, lock all cabinets, make sure all apparatus are fueled and plugged into the charging and air system.

**Friday:** Utility 21 will be thoroughly checked as follows:

- \* All engine fluids checked
- \* Check tire pressure and wear
- \* Make visual check of all hoses, lines, and belts for wear and adjustment
- \* Check cab interior, make sure all gauges, switches, and seat belts are operational and that all documentation, including street index and box alarm street list are present
- \* Upon completion of cab check, pull Utility onto ramp (weather permitting) While the engine is running, all emergency, exterior, and interior lights shall be checked.
- \* Check and operate all remaining equipment stored on the Utility for correct fluid levels (where applicable) and to ensure that it is in correct operating condition. Paint or decal any equipment if necessary
- \* At the completion of this work, the Utility shall be washed and dried, as stated in (1) and parked in its bay
- \* If any part of the Utility or equipment is found to be in need of repair, maintenance or adjustment, the firefighter shall perform such work; enter it in the station log and complete, sign and file appropriate maintenance forms.
- \* The Firefighter will police the firehouse grounds and dispose of any trash. All trash containers in radio room, main engine room, snorkel bay, and work bay will be emptied into the dumpster. The firefighter will cut the firehouse grass and dispose of the clippings. The firefighter will also keep all firehouse shrubs trimmed and sidewalk areas kept clean and edged. During the winter months the firefighter will keep all sidewalk areas and door entrance areas free of snow and ice as much as possible; through out his duty hours
- \* Lunch
- \* Clean members room & meeting room thoroughly
- \* The firefighter will spend the remainder of his time finishing up any activity that has not been completed during the week. Store any firehouse equipment in its proper

place, lock all cabinets, make sure all apparatus are fueled and plugged into the charging and air system

- 3) The firefighter will sweep the engine room, snorkel bay, and work bay as needed.
- 4) Items 1 and 2 of this SOG will be complied with in that order at the beginning of each duty day. Upon completion of these items the firefighter will start his daily duty chores according to his schedule
- 5) It is understood that the firefighter's duties will take priority over this work schedule. It is also understood that the firefighter will not alter this schedule for any other reason without the direct orders of the chief of the fire company. In absence of the chief, the deputy chief will be in charge. After the deputy chief, the assistant chief will be in charge.
- 6) While performing firefighter duties, the firefighter will comply with all township policies pertaining to his job
- 7) The firefighter will comply with all federal laws pertaining to his job
- 8) This SOG will not be changed without the approval of the chief of the company, and the membership body of the fire company, and also the review of the township manager's office.
- 9) The firefighter will conduct himself in a professional manner at all times. It will also be understood that the firefighter will extend every courtesy to all visitors that may enter the fire station for any reason.
- 10) It will be understood by the firefighter that any special duty assignments that require him to leave the station, will be carried out as quickly as possible. It will also be understood by the firefighter that anytime he leaves the station on a special assignment; he will log into the station log the time, and the reason for leaving the station. Upon his return he will log that time into the station log.
- 11) It will be understood that the firefighter will be assigned the fire reporting system.
- 12) It will be understood that the firefighter will wear all the approval uniform clothing, and carry himself/herself in a professional manner.