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OPERATIONS MANUAL

STANDARD INSTRUCTION 06 STATION MANAGEMENT

SECTION 04 STATION ROUTINE

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I. PURPOSE

This policy outlines required station activities and duties.

II. SCOPE

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, except lifeguards.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. Morning Meeting

1. Each shift at 0800 hours, or an alternate time determined by the company officer, all crew members shall participate in a morning meeting in a class B uniform.
2. Supervisors shall ensure all uniforms, personal protective equipment, and grooming meet department standards.

B. Administrative Tasks

1. Each shift, ALL personnel shall be required to and responsible for (TOP-CLEAT):
 - a. **Training:** Log into department on-line training program to review and complete all department and city communications, training, and posted materials. Conduct a Tailboard Safety Training and document the training.
 - b. **OneSD:** Log into and complete labor card in OneSD (or the city labor card system). Personnel shall notify their supervisor when:
 - 1) Modifications or changes have been made to their labor cards
 - 2) Approval is required for modifications or changes to their labor card or TeleStaff.
 - c. **PSTrax:** Log into PSTrax (or the department electronic inventory and checklist program) and complete and document checks, inspections, alerts and inventories as they relate to PPE, SCBA, apparatus and equipment, station, assets, etc.
 - d. **Calendar:** Prioritize checking the division calendar for scheduled events.
 - e. **Logons:** Ensure personnel are signed onto the MDC (or department mobile terminal), iPads, electronic narcotic safe, and crew is accurately reflected in TeleStaff.

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- f. **Email:** Check work email each shift and respond as appropriate, by end of shift in a professional and tactful manner. Email use shall be in accordance with [City of San Diego Administrative Regulation 90.65](#).
 - g. **Alias Data Base (radios):** First day back and whenever radios are changed, ensure the alias data base has been updated with portable and mobile radio identifiers.
 - h. **TeleStaff:** Log onto TeleStaff (or the department electronic scheduling system) to review and acknowledge work schedule updates and changes.
2. Supervisor additional responsibilities include:
- a. Approve all labor cards and by the end of shift
 - b. Complete all FireRMS reports prior to going off-duty
 - c. Complete and review all probationary reports by the end of the shift
 - d. Complete and document a minimum of two hours of crew training
 - e. Ensure controlled medication inventory and usage is completed

C. Operational Priorities

- 1. Station and apparatus maintenance, drills and training, inspections, and all related activities will occur Sunday through Saturday, excluding holidays from 0800 to 1200 and 1300 to 1700 hours.
- 2. Battalion chiefs and company officers may modify the schedule and/or extend these hours if conditions warrant.
- 3. Station work routines vary from day to day as determined by fire operations activities, special individual station responsibilities, weather conditions, etc.
- 4. Operational priorities will be scheduled in the following order (FFTIPS):
 - a. **Fire and EMS Response**
 - b. **Fire Apparatus and Equipment Maintenance**
 - c. **Training:** For example, in-service training, company drills, etc. Each month company officers shall ensure that a minimum of two outside manipulative drills are completed and documented. In-service training, multi-company drills, and any other training.
 - d. **Inspections:** Ensure FCIP and pre-fire plans and fire company inspections are completed prior to due dates.
 - e. **Physical Fitness (code 9)**

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- f. **Station Maintenance:** Personnel shall ensure that daily, weekly, and monthly duties are completed and documented according to the individual stations' scheduled rotation and specific station requirements (daily and monthly fuel reports).

D. Additional

1. Grocery shopping while on duty will be conducted at the discretion of the company officer in accordance with the following guidelines:
 - a. The store shall be in the company's first-in district.
 - b. The apparatus shall be parked and secured in a safe and out-of-the-way location so as to not attract attention.
 - c. Shopping time in the store shall be limited to 30 minutes.
 - d. Class "B" uniform or Class "C" uniform (when returning from code 9) must be worn.
 - e. Personnel shall not wear turnouts when shopping.
 - f. Exceptions to these guidelines may be approved by the appropriate battalion chief.
2. Station visits shall be approved by the company officer and should be scheduled so as not to interfere with activities of a higher priority. See Operations Manual Station Visits Policy for more information.
3. Personnel may retire after 2030 hours and shall rise by 0700 hours. Employees occupying beds between 2030 hours and 0700 hours shall not be unnecessarily disturbed.