

BULLETIN

NO: 20-129
DATE: July 28, 2020
TO: All Personnel
FROM: Chris Webber, Assistant Fire Chief, Emergency Operations
SUBJECT: Operations Manual Update/Revision #20-05, Bed and Bedding

Attached to this bulletin please find Operations Manual Update 20-05, Standard Instruction 06 Station Management Section 09 Bed and Bedding. All company officers are directed to ensure that personnel under their command are briefed on these revisions and comply.

The changes to this policy include updated language and the addition of the required bed bug bags for all beds.

The Operations Manual will be updated electronically in the "M" drive and in the 'Quick Links' section of TargetSolutions.

Any questions regarding this policy can be directed through your chain of command.

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E - R E S C U E
SUBJECT: STATION MANAGEMENT BED AND BEDDING	SECTION 09	PAGE 1 of 1	EFFECTIVE DATE 28 June 2020

I. PURPOSE

The purpose of this policy is to provide procedures on beds and bedding in fire stations.

II. SCOPE

This policy applies to all sworn San Diego Fire-Rescue (SDFD) fire department personnel except lifeguards.

III. AUTHORITY

The fire chief authorizes the information in this policy.

IV. POLICY

A. Bedding Purchase

1. San Diego Fire-Rescue Department (SDFD) members shall purchase and maintain their own linens, to include pillow, pillowcase, sheets and blankets.
2. SDFD will provide bedspreads and bed bug bags for all beds.
3. Bedspreads shall be washed weekly on Sunday.
4. No personnel shall sleep on an uncovered mattress.
5. Mattresses shall be turned/flipped weekly and aired on Sundays by removing the bed spread.
6. Personnel shall ensure each mattress is fitted with an undamaged bed bug bag.

B. Off-Going Shift

The off-going shift shall leave the beds presentable, with a bedspread covering the mattress.

C. On-Duty Shift

The on-duty shift may make up their beds between 17:30 and 20:30 hours.