

309 -Shift Routine, Priorities, and Considerations

SHIFT PRIORITIES

1. Emergency alarms.

- All incident reporting shall be completed as per R&R #304 Incident Reporting.
- Reports on critical incidents will be finished by shift's end; overtime will be allowed to complete these reports as necessary with the Shift Leader's approval.
- Every reasonable attempt will be made to complete all reports by shift's end.

2. Apparatus, station, and personal readiness.

- All apparatus and the station will be clean for the on-coming shift.
- Engine 1-1, Squad 1-1, Engine 1-4, and Squad 1-4 will remain in detailed condition during business hours or anytime the public is expected in the truck bay.

3. Special circumstances (e.g. station tours, pub. ed.)

4. Training

- All personnel are expected to maintain their training requirements as per District standard.
- Any special training needs should be brought to the shift leader's attention as soon as possible to allow for scheduling.

5. Projects

SHIFT ROUTINE

1. Plug in/ physical fitness

- All shift personnel will be plugged in to their assigned apparatus and be dressed in proper physical fitness attire by 0700.
- All shift personnel will be in uniform and ready for daily routine by 0800.

2. Shift exchange information

- Any pertinent shift information (e.g. Apparatus status, staffing) will be relayed to the shift leader.
- At shift change the shift leader will exchange pertinent information with the on-coming/off going shift leader. All others will begin the daily routine.

3. Apparatus checks

- Apparatus and equipment checks will be done per District procedure.
- Any deficiencies/needed repairs will be reported immediately to the shift leader.

4. Daily assignments/Memos

- Special projects and priorities for the day will be assigned as soon as possible after apparatus checks. Check white board.
- Any needs regarding personnel, equipment, apparatus, etc. should be relayed to the shift leader at this time.

5. Work day

- One hour, as close to 1200 as possible, will be allowed for lunch. Dinner will be as close to 1700 or there after as possible.
- This does not imply that the work day ends at 1700. Shift activity, routine, and priorities will be at the Shift Leader's discretion after 1700 hours.

SPECIAL CONSIDERATIONS

1. Breaks

- Breaks will be taken as per L&I standards. A rule of thumb is that if you feel like you need a break, take one.

2. Training

- Training is as per the training schedule and special sessions when possible.
- Advanced notice of special training wants or needs will help in scheduling.
- Training rosters will be filled out and turned in to the Shift Leader during the shift that the training occurred. The training roster is the responsibility of the lead instructor.

3. Projects

- All shift personnel may be assigned special projects.
- Assigned projects may be large or small, or, short or long term. An estimated time of completion will be required to help with scheduling of future projects.

4. Chain of Command

- Emergency scene chain of command will be as per ICS and District policy.
- All non-emergency scene information relating to location of personnel and equipment will be reported to the shift leader.

- Concerns regarding shift personnel or routine shall be forwarded through the chain of command.

5. Record keeping/scheduling

- Paid staff will complete and sign their time sheets by the end of the pay period.
- Interns will submit their monthly schedules to their respective Shift Leader at least one week prior to the coming month.
- Part-time employees shall sign up for duty shifts at least two weeks prior to the coming month
- Shift Volunteers shall sign up for duty shifts at least one week prior to the coming month
- Log book entrees and run sheets are the responsibility of the shift leader.

6. Personal readiness

- Uniform and personal attire shall be worn per R&R 201, Uniform and Grooming.
- Dress uniforms will be worn during regular business hours or anytime we are interacting with the public (e.g. meetings, special events).
- Exceptions may be made during extreme weather conditions.