



GENERAL ORDER

GENERAL ORDER 110.01

Daily Activities

EMERGENCY SERVICES BUREAU

Issue Date: 04/03/1995

Revision Date: 10/29/2013

1 APPLICABILITY

2 All Personnel

3 POLICY

4 The Howard County Department of Fire and Rescue Services (the Department) shall establish a procedure
5 for the daily activities for all operational career personnel assigned to a fire station. This procedure shall
6 serve as a guide to provide the shift officer with the flexibility necessary to manage his/her shift.

7 DEFINITIONS

9 PROCEDURES

10 SCHEDULED ACTIVITIES

- 11 • All scheduled activities shall begin promptly at 0700 hours.

13 PRIORITY ACTIVITIES

14 All Priority Activities shall be accomplished as soon as possible during the initial portion of the shift, and
15 definitely prior to 1200 hours. Station officers shall notify their Battalion Chief in cases where this is/was
16 not possible.

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18 **Officer Transition:** A transition shall occur between the off-going and on-coming station officer. At a
19 minimum, it shall consist of the following:

- 20 • A review of the station transition log.
- 21 • A review of the station reading file.
- 22 • An update of apparatus/equipment status.
- 23 • An update of facility status.
- 24 • Other pertinent and relevant information needed by the on-coming shift.

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26 **Shift Transition:** A shift transition shall be completed by the on-coming station officer and his/her
27 shift. At a minimum, it shall consist of the following:

- 28 • A review of County-wide staffing scheduled for the day
- 29 • A review of the station transition log.
- 30 • A review of the station reading file.



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- 31 • An update of apparatus/equipment status.
- 32 • An update of facility status.
- 33 • Uniform of the day.
- 34 • A review of relevant policies, messages, and Orders.
- 35 • Plan of action for the day.
- 36 • Other pertinent and relevant information needed by the on-coming shift.

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38 **Initial Emergency Apparatus Checks:** All emergency apparatus and equipment assigned to the station
39 shall be verified to be in an emergency response ready state.

- 40 • Personnel shall personally check and assure a ready state for any breathing apparatus set that
41 they may be responsible to wear and operate during the shift.

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43 **Daily Station Report to the Battalion Chief:** The Battalion Chief or designee shall have telephone contact
44 to all assigned stations at an early stage of the shift. Known significant issues should be communicated
45 immediately.

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47 Station Officers shall report the following information to the Battalion Chief when called:

- 48 • Assure daily staffing information has been accurately communicated.
- 49 • Assure all personnel information has been accurately communicated.
- 50 • Assure station apparatus/equipment status has been accurately communicated.
- 51 • Report all scheduled daily training, public education, and other pertinent daily activity
52 information.
- 53 • Additional pertinent information.

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55 The Battalion Chief or designee shall advise the Station Officers of the following:

- 56 • Staffing profile for the day and any anticipated changes.
- 57 • Known and possible factors that may impact operations for the shift (staffing conditions, weather
58 conditions, special events within the community, etc.)
- 59 • Additional pertinent information.

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61 **Daily Administrative Duties:** Daily Administrative duties shall be accomplished prior to the end of the
62 shift.

- 63 • Company officers shall be responsible to report all necessary staffing information to the field
64 Battalion Office by the specified time.
- 65 • Company officers shall be responsible to report all necessary payroll and leave information in the
66 appropriate manner. Employee leave records shall be thoroughly documented and regularly
67 reconciled.
- 68 • Company officers shall be responsible to accomplish all necessary personnel documentation.

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70 **ADDITIONAL ACTIVITIES**

71 Shift officers have the authority to schedule additional activities to fit each day as circumstances dictate.
72 However, deviations from the normal schedule may require justification.

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75 **Physical Fitness:** Physical Fitness (PT) shall be completed on a daily basis by all shift personnel. The goal
76 shall be that PT activities be completed by 1000 hours. When necessary, additional PT may take place
77 after 1000 hours. After 1000 hours, PT uniforms are only to be worn by personnel actively participating
78 in PT activities, and not in areas of the station that are not applicable to physical training.

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80 **In-Service Training:** Training shall be conducted in accordance with established programs. The company
81 and/or station officer shall be responsible for any additional in-station company-level training for their
82 respective shift, and the scheduling of same.

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84 **Maintenance of Apparatus, Equipment:**

- 85 • Emergency apparatus and equipment
- 86 • Daily and weekly checks and documentation of such
- 87 • Routine maintenance and documentation of such
- 88 • Cleaning as necessary
- 89 • Notification and repairs shall be in accordance with departmental procedures
- 90 • Scheduling of required shop maintenance

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92 **Maintenance of Facilities:**

- 93 • Routine cleaning
- 94 • Weekly cleaning
- 95 • Routine maintenance
- 96 • Notification and repairs shall be in accordance with departmental procedures

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98 **On Street Activities/Community Service Programs:** Shall consist of non emergency activities. Shall be
99 scheduled and coordinated by the station officer and in conjunction with other Bureaus, as necessary.

- 100 • Building familiarizations
- 101 • Building Inspections
- 102 • Community Service Programs
- 103 • Home Inspections
- 104 • Any other on street activities (i.e. mapping).
- 105 • Miscellaneous

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107 **Other Company Responsibilities:** Company responsibilities are assigned by the Station Captain and
108 Company Officer and typically include:

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| Vehicle/Equipment Maintenance and Testing | <ul style="list-style-type: none">- Records- Scheduling- EMS- Hose- Ladders- Pumps- Ropes |
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| Station Inventory | - AV equipment - Hose - Library - Station tools/equipment |
| Supplies - Monitor/Order/Document/Inventory | - EMS - Fuel - Janitorial - Kitchen - Office - Departmental forms |
| Station Manuals | - Policies & procedures and County Code updates |
| County Volunteer Program | - Monthly report of activity |
| Purchasing Records | - Ongoing documentation - Monthly report of activity |
| Breathing Apparatus & Cascade System | - Coordination of maintenance and inventory with BA technicians |
| Building Familiarization and Pre-Incident Surveys | - Draw Plans and file/post to CommandScope - Scheduling tours |
| Building and Grounds | - Coordination with facilities and volunteer corporations - Records/scheduling |
| County Mapping | - Coordination - Book updates |
| Reports - Fire/EMS | - Ensuring all records are complete and closed |

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Down-Time Activities: Down-time activities are permitted once ALL necessary and scheduled daily activities are accomplished.

From 0700 to 1700 on business days (Monday-Friday, non-holidays), station televisions may only be broadcasting local or national news programming. Entertainment television and use of personal media devices for entertainment is permitted during down-time, but shall be limited only to lunch and dinner periods and after 1700 hours.

Prior to 2100 hours, personnel shall:

- Shall be wearing only the appropriate station uniform.
- Shall NOT sleep or occupy beds, unless explicit approval of the Battalion Chief through the company officer has been issued.



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REFERENCES

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SUMMARY OF DOCUMENT CHANGES

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FORMS/ATTACHMENTS

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APPROVED

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Deputy Chief John S. Butler
Operations Command

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