St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-03-05	Members' In-Station Responsibilities and Change-Over of Shifts
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Title:	05 Members In-Station Responsibilities and Change-Over of Shifts

Purpose

To outline responsibilities of Members in the performance of their duties while on shift and to ensure that all vehicles are properly manned and equipped during change over of shifts.

Background

This guideline is intended to provide consistency among all Members in the performance of their duties.

It is also very important that a smooth change-over of shifts occur each day, so as to provide continuing coverage of response vehicles. Officers should be aware to read all notices and Department orders that are issued periodically.

This replaces POG # 01-03-05, "Members' In-Station Responsibilities and Change-Over in Shifts", dated 2009/03/18.

Procedure

Roll Call Parade

1. The hours of work for rotating shifts shall be as outlined in the current Collective Agreement.

2. Personnel should be back in full dress by 07:30 each morning prior to the end of shift. Roll call parade shall be conducted at the commencement of each shift and all personnel shall be properly dressed.

3. All on-coming personnel shall attend roll call parade unless excused by the OIC.

4. Officers conducting roll call shall read all issued orders and notices and sign necessary forms.

On Shift Priorities

1. ***Firefighter Accountability System***

The Firefighter Accountability System shall be the first order of business at the start of each shift. The OIC shall ensure that all suppression staff are tagged in daily.

2. ***SCBA Checks***

SCBA checks shall be a priority once the shift begins for all Suppression personnel. All personnel are responsible for checking their own SCBAs daily.

3. ***Radio Checks and Battery Changes***

Working radios are life-saving radios. It is extremely important to check the radios at the start of each work day.

4. Thermal Imagers

Thermal Imaging cameras shall be checked daily.

5. ***Vehicle Operation and Fuel***

Drivers shall ensure that the vehicles are functionally tested at the start of each shift.

On Shift Responsibilities

1. Personal cell phones, pagers and other electronic devices (i.e., laptops) are not to be worn/carried or used by Suppression personnel during their regular tour of duty, with an exception during regular scheduled break times (excluding the President of Local 1075 who may carry a cell phone for Union business except when responding to emergency calls). Personal cell phones, pagers and other electronic devices are not to be used when responding to emergencies.

2. All station duties shall be assigned to each member by the OIC and shall be performed by the member as required for the entire shift unless otherwise changed by the OIC.

3. Personnel are responsible for their equipment and must ensure that all equipment is in proper working order.

4. While on duty, all members shall obey the orders of the OIC or any other person designated to issue orders.

5. Break times throughout each shift are as follows:

Morning break time	09:15 to 09:30
Dinner break	12:30 to 13:45
Afternoon break	15:45 to 16:00
Supper break	17:00

All meal and break times are subject to change by the OIC or Management staff depending upon the operational requirements of the Department.

6. Apparatus and equipment returning from calls shall be made ready for service immediately. Washing and cleaning of equipment shall be completed at least once per day and is at the discretion of the OIC.

7. Training hours may be conducted at any time deemed necessary by the Department. Interruptions will be kept to a minimum with only emergency calls accepted.

8. Mess pick-ups are to be conducted <u>once</u> a day and should be completed by 09:30 am each day. On Saturday, Sunday and holidays, discretion should be used by the OIC.

9. Flags should be raised daily at sunrise and lowered each and every evening at sunset. Discretion should be used on raising flags on windy and stormy days.

10. General cleaning of stations shall be performed daily by the shift going off duty and completed by 07:30 unless emergency calls dictate otherwise.

11. Inventory of all equipment shall be performed daily.

12. Members are not to be in the Officer's Station offices at any time, unless approved by the OIC to access personnel leave screens, internet access, fire reports, etc.

13. All installed ventilation systems are to be activated when any equipment is being operated in the station.

14. External areas of the stations are considered as part of the station and shall be maintained as such.

15. Rowdiness and horseplay are prohibited.

16. All provided safety equipment and clothing shall be used when operating and/or testing Fire Department equipment.

17. Subordinates, when delivering orders of their supervisors, shall state their authority for same.

18. The Platoon Chief has the authority to grant up to one hour leave to a member upon receipt of the proper leave request form. Platoon Chiefs shall accept responsibility when this authority is used and ensure that appropriate arrangements are made with the Deputy Chief to accommodate the leave request.

19. When addressing Officers, members shall use full titles or "Sir".

Telephones

1. All members of the Department are required to ensure their current telephone number/s are filed with the Manager of Administration and Information Services, who will in turn ensure a revised contact list is sent to the OIC's of Central Station and the Communications Centre for call back, operational and/or emergency purposes. Further to this, all members will ensure changes to their residential address, postal address and telephone numbers will be reported to the Manager of Administration within 48 hours of said changes coming into effect.

2. Departmental extension phones (inside lines) shall not be used other than for departmental business. Conversation by and between members of the Department and others outside shall be strictly prohibited, except in emergencies where calls should be kept to a minimum. Outside lines are for use by all members at their own discretion.

3. Officers and members shall not charge any personal long distance calls to the Department telephones.

Changing Shifts

1. The OIC shall ensure that shift personnel are properly relieved of their assignments and that adequate replacement personnel are assigned.

2. Officers and operators of equipment shall pass all pertinent information to relieving personnel before change of shift. If information is not given, on-coming officers and operators must request same.

3. The shift on duty shall remain on duty and respond accordingly until proper relief has been confirmed.

NOTE:

All Operational Guidelines are provided as a guideline only and may be altered by the Fire Chief, or his/her designate, to meet extenuating circumstances.

Approvals
Fire Chief/Director

Approval Date
2018/04/06

Responsibility
St. John's Regional Fire Department

POG #01-03-05
Approved by:

Jerry F. Peach
Fire Chief
Director of Regional Fire and Emergency Services

Date: Apr. 6th 2018

Appendix/Appendices
None