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**Department of Emergency Services  
Fire-EMS Division  
Standard Operating Procedures**

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## General Policies

Subject: Station Operations  
Revised: 4-1-03  
Section: 220.00

### 220.01 Purpose

To provide policy and guidelines for safe, efficient, and effective operations of the Fire Stations.

### 220.02 Policy

- A. The on-duty Shift Lieutenant or designate Officer-In-Charge is responsible for the operation of the Fire Stations during their shift.
- B. Each Fire Station shall be maintained and operated in a manner which promotes efficiency, good appearance, and safety to the personnel assigned there and to the public.
- C. All personnel shall abide by those guidelines contained within this policy.

### 220.03 Security

- A. The Fire-EMS crew shall be responsible for overall Fire Station security.
- B. All personnel shall be mindful of Station security and abide by all those policies which concern the same.
- C. During normal business hours (0700 to 2100) and when occupied, the Station shall be open to the public.
- D. When not occupied, Fire Stations shall be secured with doors and windows locked.
- E. All Fire Stations shall be secured at 2100 hours.
- F. The Officer-In-Charge shall provide (after 2100 hours) personnel to secure the station when a Fire-EMS crew responds to and returns from a call, if needed.
- G. Business hours may be altered for specific functions as may be necessary to better serve the public.
- H. If it is discovered that any part of the Fire Station, its contents or grounds have been damaged, stolen, or vandalized, the Officer-In-Charge shall be notified immediately.
- I. The Officer-In-Charge shall assess the situation and contact the Police Department to file an incident report. The Ocean City Volunteer Fire Company Fire Chief or one of the Assistant Chiefs shall also be notified as

to the circumstances involved.

#### 220.04 Safety

- A. The Officer-In-Charge shall be responsible for the overall safe operation of the Fire Station under his/her charge.
- B. All personnel shall be mindful of Station safety and shall correct and/or report such safety problems as they may observe in the Fire Station.
- C. Personnel shall use care and all available safeguards when utilizing power equipment, tools, and electrical equipment in Fire Stations.
- D. Personnel shall use care in the storage of tools, equipment and supplies so as to not block any access or egress or to impede the response to alarms.

#### 220.05 Visitors

- A. Visitors shall be in accordance with Station hours and policy.
- B. Visitors staying beyond Station hours must have the permission of the Officer-In-Charge.

#### 220.06 Economy

Personnel shall use discretion and good judgement in the use of expendable supplies and utilities.

#### 220.07 Sleeping

- A. Personnel shall not be permitted to sleep in the Lounge area of any Fire Station between 0700 and 2300 hours.
- B. At the discretion of the Officer-In-Charge, personnel may:
  - 1. Occupy beds before 2300 hours.
  - 2. In case of sickness or fatigue from duty, personnel may occupy beds at any time.
- C. In all cases the Officer-In-Charge shall consider the needs and duties of their shift before allowing personnel to occupy beds.
- D. There shall be no unnecessary disturbance of sleeping persons between the hours of 2300 and 0700 hours or during other permitted times.

#### 220.08 Bedding

- A. Personnel shall provide their own bedding materials.
- B. Personnel are responsible for cleaning and maintenance of their personal bedding.
- C. Personnel will at the end of their shift remove their bedding so that the bed will be ready for use by the on-coming shift.
- D. Bedding that is removed shall be straightened each morning by the person leaving the bedding.
- E. When individuals who are not members of the Fire-EMS Division stay overnight and occupy a bed, they will:
  - 1. Not use bedding belonging to someone else.
  - 2. Leave the bed as they found it prior to their leaving the station.

3. Re-use the same bedding issued to them if their stay is for more than one night