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**Ocean City Fire Department  
Standard Operating Guidelines**

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General Policies

Subject: Station Operations  
Revised: 7-8-2013  
Effective: 8-19-2013  
Approved: 8-19-2013  
Section: 220.00

**220.0 Purpose**

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

**220.01 Policy**

- A. The on-duty 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. In order to be more efficient, a Fire-EMS Division employee\* at each station shall:
  - 1. By 0710 hours each morning and, if necessary, 1910 hours each evening make contact with the on-duty OIC and provide them with the following information:
    - a. Vehicle shop numbers and their respective designation. For example, shop 7502 is Paramedic 7-4, shop 7506 is Paramedic 7-4-1, and shop 712 is Engine 7-4.
    - b. Radio numbers assigned or utilized by personnel working that shift.
    - c. Any urgent needs that require immediate attention, such as missing equipment, personnel, etc.
  - 2. By 0730 hours each morning, ensure that the primary response units, i.e. ambulance(s) and engine, have had daily checks completed and have been made ready for response. Any issues with equipment will be immediately reported to the OIC.
  - 3. Expect that any information pertinent to the day's operation will be relayed to them by the OIC at this time. For example, the transfer of units for maintenance or rotation to stations, drill of the day, and so forth.

\*Note: If a Lieutenant is assigned to the station, this shall be their responsibility.

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- D. All on duty personnel shall wear on their person the departmental pager. Any absences or issues regarding pagers are to be brought to the attention of the OIC immediately.
- E. All personnel shall abide by those guidelines contained within this policy.

**220.02 Procedure**

- A. All members 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. During those business hours, unless otherwise engaged in station duties, Career Division personnel will remain on the 1<sup>st</sup> floor of the HQ and Station 2 buildings.
- E. When not occupied, or when members are unable to monitor the facility, Fire Stations shall be secured with doors and windows locked.
- F. Business hours may be altered for specific functions as may be necessary to better serve the public.
- G. 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.
- H. The Officer-In-Charge shall assess the situation and contact the Police Department to file an incident report. The Fire Chief or the on-call Volunteer Chief shall also be notified as to the circumstances involved.

**220.03 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.

**220.04 Visitors**

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

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**220.05 Economy**

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

**220.06 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, an individual exhibiting signs of illness or extreme fatigue may retire to the sleeping quarters prior to 2300 hours, until such time as appropriate coverage arrangements can be made.
- C. In all cases the Officer-In-Charge shall consider the needs and duties of the Division before allowing personnel to occupy beds during the regularly scheduled times.
- D. There shall be no unnecessary disturbance of sleeping persons between the hours of 2300 and 0700 hours or during other permitted times.
- E. Career personnel will not be permitted to sleep in the Volunteer Division bunkroom, or any other area where the station alerting system cannot be heard.

**220.07 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 to remain shall be straightened each morning by the person leaving the bedding in place.
- E. When individuals who are non-members of the Fire Department 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.

**220.08 Common Mess**

- A. A cooperative effort should be exerted by members to effect a mutual agreement as to the cooking, eating, and cleaning arrangements in the kitchen for the work shift.

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- B. Any prepared but unused food items (leftovers) are not to be left in the refrigerator for the oncoming shift assuming someone will eat those food items.
- C. All unmarked and undated food items left in the common mess area are subject to immediate disposal.
- D. All dishes will be cleansed and stored prior to departure at the end of shift.