

Santa Barbara City Fire Department - Standard Operating Procedures Routine Operations		Code: R-I-14
Daily Work Schedule		
Chpt: I Station Operations	Revised: 2/15/12	Pages: 3

I. INTENT

- A. Provide a structured daily routine for operation personnel to follow.
- B. While the 48/96 cycle provides for a one continuous 48 hour shift, for payroll purposes, there remain two, distinct 24 hour time periods. All documentation (i.e., relief slips, vacation, holiday, sick and overtime) will reflect 10, 12, 14, or 24 hours time blocks.

II. DAILY SCHEDULE

- A. The following tasks shall be performed every shift following the time frames listed below, as incident volume and weather permit:
 - B. **First 24 Hours**
 1. 0800 – 0900: Shift change, morning briefing, raise the flags, read bulletins and announcements, check apparatus, PPE, SCBA, and equipment.
 2. 0900 – 1030: Physical training, including travel time and shower (refer to SOP T-VIII-1). Any exception will be by prior approval of the on-duty Battalion Chief.
 3. 1030 – 1200: Training, fire prevention/public education, hose testing, service day, or a Battalion Chief directed activity.
 4. 1200 – 1300: Lunch
 5. 1300 – 1700: Training, fire prevention/public education, hose testing, service day, or a Battalion Chief directed activity. If you attend training or any other activity in the morning, physical training may be conducted after 1600 hours.
 6. 1700 – 0700: Unstructured activity, self study, night drills, Battalion Chief directed activity.
 - C. **Second 24 Hours**
 1. 0700-1200: Morning briefing, raise the flags, read bulletins and announcements. Apparatus and equipment check. Physical training, including travel time and shower TO BE COMPLETED BY 1000. (Refer to SOP [T-VIII-1](#)). Training, fire prevention/public education, hose testing, service day, or a Battalion Chief directed activity.*

Daily Work Schedule

a) *The order of these tasks may be accomplished at the Company Commander's discretion.

2. 1200 – 1300: Lunch

3. 1300 – 1700: Training, fire prevention/public education, hose testing, service day, or a Battalion Chief directed activity. If you attend training or any other activity in the morning, physical training may be conducted after 1600 hours.

4. 1700 – 0800: Unstructured activity, self study, night drills, Battalion Chief directed activity and members free time. Prior to completion of the second 24 hour period provide information exchange with your relief.

5. Note: Use of station televisions will be restricted to the lunch break and after 1700 hours. Exceptions to this policy must be granted by the on-duty Battalion Chief.

III. ASSIGNED TASKS FOR STATION 1

A. In addition to routine apparatus checks and general housekeeping activities, the following maintenance tasks are to be performed as incident volume and weather permit:

1. Monday: Truck II service day

2. Tuesday: Truck I service day

3. Wednesday: USAR Rescue service day

4. Thursday: Squad and reserve engine service day

5. Friday: Engine service day

6. Saturday:

7. Sunday: Station cleanup including classroom, yards and cars

STATIONS 2 – 7

1. Friday: Reserve apparatus day

2. Monday: Engine service day

3. Sunday: Station clean up

Daily Work Schedule

STATION 8

1. Thursday: Foam 81 service day
2. Friday: Foam 82 service day
3. Monday: Foam 83 and Rescue service day

IV. RESPONSIBILITIES

A. Each company officer shall be responsible for ensuring that they:

1. Effectively manage the activities of their crew and for completing department projects on time.
2. Complete all required RMS components (NFIRS, training reports, staff activities, station journal, etc.) before 0700 hours each 24 hour shift. Every effort should be made to complete all NFIRS by 2000 on the day of the incident.
3. Complete 100% of their assigned fire inspections.

B. Holiday routine will be observed for the following holidays only. All other holidays, Saturday and Sunday will be a normal working day following the schedule listed in Section II above:

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|-------------------|---------------------|
| 1. New Year's Day | 3. Thanksgiving Day |
| 2. Fourth of July | 4. Christmas Day |

3. Note: Saturday's are to emphasize training due to reduced public education and prevention activities on weekends.