

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



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Fire and Rescue**

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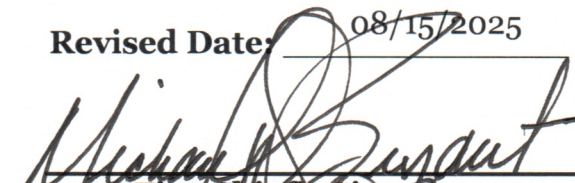
**SAFETY AND HEALTH**

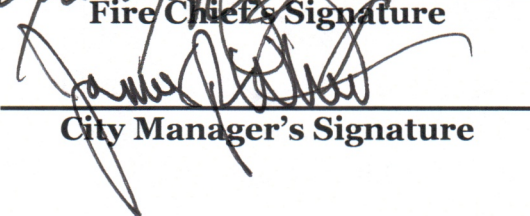
**SOP#:** SH 3.00

**Title:** Station Conduct and Safety

**Effective Date:** 01/01/2009

**Revised Date:** 08/15/2025

  
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Fire Chief's Signature

  
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City Manager's Signature

**STATION CONDUCT AND SAFETY**

**I. PURPOSE**

The purpose of this SOP is to establish safety regulations and standards for employee conduct in fire stations

This SOP is not all-inclusive and cannot encompass all situations which may be encountered.

**II. RESPONSIBILITIES**

Station Officers shall ensure that station personnel are made aware of and comply with this SOP. Officers shall be responsible for maintaining their assigned station in a safe and healthy manner and shall promptly correct any deficiencies.

Any member who violates a safety regulation shall be promptly counseled and the violation shall be reported to the Fire Chief. A course of action will be determined as per the City Personnel Policy Manual.

Station Officers shall have the authority to establish and enforce additional rules and regulations that ensure the safe and efficient operation of assigned stations.

### **III. GENERAL**

#### **STATION CONDUCT**

- Housekeeping
  - Personnel shall keep station neat and clean.
  - All outside walkways shall be free from hazards which could cause falls, etc.
  - Personnel should make a daily check of the grounds to pick up excess trash or litter.
  - Floors shall be kept clean and free from obstruction. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be mopped up as soon as practical.
  - All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper place immediately after use.
  - All flammable and combustible liquids and gases shall be stored in the flammable liquid's cabinet/safety cans. The cabinet shall be maintained in a clean and orderly manner and shall be kept closed and free of obstructions.
- Personal Property and Lockers
  - Personal property shall be kept in lockers when not being used
  - Personal lockers shall be kept clean. Locker doors shall be kept closed to prevent accidental injury.
  - Station personnel shall be assigned lockers as needed by their Shift Supervisor.
  - Turnout gear belonging to personnel of off duty shifts shall be stored on the turnout racks.
  - Personnel shall not enter another employee's locker



without that employee's permission. If the employee cannot be reached to give permission, the Station Officer must be contacted for permission to open the locker. **Lockers shall not be opened without the permission of the employee or the Station Officer.**

- Personal property that may affect station security or operations shall not be brought into a station.
- Beds and Sleeping
  - Sleeping quarters make an excellent germ harbor where unclean duty blankets, mattresses, and other linens are allowed. A through airing at least once a month and a weekly cleaning of all linens and blankets will minimize health hazards.
  - Beds will be made up in a neat and uniform fashion until 1600 hours
  - Beds of the shift going off duty shall be stripped or made up by 0700 hours.
  - Personnel shall not sleep between the hours of 0800 and 1600. The Station Officer shall use his/her discretion in allowing employees to lie down during working hours if they have been involved in long, physically exhausting fire/rescue work. In all cases, someone will be available to greet the public.
  - On weekends and holidays, the company officer shall allow personnel to rest after 1200 hours if all station and company duties have been completed. Bedroom areas must be used for resting during these times.
  - Sleeping quarters is an area of rest. All televisions and computers shall be turned off no later than 2200 hours.
- Magazines and Reading Material
  - All personal reading materials shall be neatly arranged when not in use.
  - No lewd, offensive or inappropriate magazine or

- printed material shall be brought into a fire station.
- Magazines, newspapers, and other reading material shall be disposed of when no longer in use by station personnel.
- Trade journals provided by the Department shall be stored separately and made available to all employees.
- Respect for Privacy
  - Respect for the privacy of employees shall be promoted when possible.
- Noise
  - Noise inside stations shall be regulated so that normal conversations and communication are not disrupted.
  - Outside noise at stations in residential areas shall be moderated during night hours, when feasible.
  - Audible warning devices, air horns and sirens, are not to be tested within the confines of the station or when personnel or citizens are standing in front of the vehicles.
- Personal Vehicles
  - Personal vehicles, to include motorcycles, shall be parked only in designated parking areas at fire stations. No personal vehicles, to include motorcycles, shall be parked inside the engine bay.
  - Personal vehicles shall not be parked in way of the front or rear apparatus bay doors.
  - Personal vehicles of on duty shift personnel shall not be parked in front visitor parking areas.
  - Disabled personal vehicles on Department property shall be removed as quickly as possible, and shall not remain on the station property more than seven (7) days. After 7 days, the vehicle may be towed at the owner's expense.



- Televisions and Radios
  - Televisions in fire stations shall only be turned onto a news channel between the hours of 0800 and 1600 except for weekends and holidays. Television use for training or other authorized purposes is excluded from this requirement.
  - Station Officers may regulate and/or limit TV viewing if it negatively affects employee discipline or productivity.
  - Lewd, offensive or inappropriate programs, movies or video recordings may not be shown on televisions in fire stations. This also applies to any programming broadcasted on the Cable Channels.
  - Sound levels of televisions and radios shall be regulated so that normal conversations and communications are not impaired.
- Conservation of Utilities
  - Use of water, electricity, and other utilities shall be regulated to promote conservation of natural resources and utilities.
  - Heat and air-conditioning shall be used as necessary, and doors and windows shall be closed when heat or air-conditioning is in operation.
- Station Bay Doors
  - Bay Doors will be closed immediately upon exiting or entering the engine bay when the heaters are in operation.
  - Bay Doors will be lowered to protect the apparatus from the sun's damaging rays.

## **VISITORS**

- Visitors should never be allowed to roam around the fire station unescorted.

- No children will be unattended.
- Children will not be permitted to be in the vehicles without their parents.
- Visitors are not permitted in the bunk rooms.
- No private meetings allowed within the stations.
- Visitors should not be left inside the station when all personnel have departed on emergency responses and/or department business.
- Visitors are prohibited after 2200 hours.

**APPRENTICES (Members under the age of 18)**

- Apprentice members may ride as an assisting member on apparatus if they have a minimum of FF I or are enrolled in an EMT class. Apprentice members shall not count towards minimum staffing.
- Apprentice members may not spend overnight hours at a Fire Station and should not be present after 2200 hours.

**STATION SAFETY**

- Stations shall comply with all applicable health, safety, building and fire code requirements.
- Prior to each use, all electrical equipment such as extension cords shall be inspected to prevent the possibility of shock or electrocution.
- Horseplay is strictly forbidden.
- Proper care shall be exercised when using any chemical product, pesticide, solvent, or other harmful or toxic substance.
- Caution shall be exercised when using a ladder for cleaning, painting, and etc.
- All smoke detectors, fire extinguishers, exit signs, and other safety equipment shall be maintained in proper working order.
- Running inside the station is prohibited.
- Any defective equipment or unsafe condition shall be reported immediately.



- Automatic overhead door closures shall not be activated until the apparatus has completely cleared the door.
- Apparatus will not be run in the engine bay unless the exhaust system is attached and in use.