

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



**City of Poquoson  
Fire and Rescue**

830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
F757-868-3514

**GENERAL ADMINISTRATION**

**SOP#:** EO 5.10

**Title:** Paging-Day/Night Switch

**Effective Date:** 8/18/2023

**Revised Date:** \_\_\_\_\_

  
\_\_\_\_\_  
**Fire Chief's Signature**

  
\_\_\_\_\_  
**City Manager's Signature**

**PAGING-DAY/NIGHT SWITCH**

**I. PURPOSE**

To provide for unnecessary and uninterrupted sleep for fire personnel on duty by separating out page alerts and radio traffic by stations for the night time.

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

**II. POLICY/POSITION**

Reducing firefighter sleep deprivation is a national initiative. Utilizing the station paging allows for staff at the unneeded station to continue to rest and be ready for the next call for service.

Proper paging procedures are paramount for crew resource management.

### **III. RESPONSIBILITIES**

- Shift Lieutenant or Acting Officer at Station 2 will be responsible for making sure switch is in proper mode for Station 2.
- The Battalion Chief or Master Firefighter at Station 1 will be responsible for ensuring the day/night switch is in proper mode for Station 1. If the Master Firefighter and Battalion Chief are not present, the most Senior Firefighter or Acting Officer will be responsible for this duty.
- The Battalion Chief or Acting Battalion Chief will monitor the F.D. frequency while in “Night Mode.”

### **IV. PROCEDURES**

1. Switch will be set to “Day” mode at 0700 every morning for radio check.
2. Switch may be set to “Night” mode after 2100.