

## **LEON COUNTY E.M.S.**

### Standard Operating Guideline

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Title: EMS Posts at Fire Stations  
Effective: June 1, 2005  
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#### I. PURPOSE:

To provide guidelines for LCEMS personnel (Fixed Station Units) at rural fire stations.

#### II. GUIDELINE:

The EMS posts at fire stations are to be kept in a clean and orderly way at all times.

#### III. PROCEDURE:

##### 1. General Information

- A. All LCEMS personnel shall be professional, courteous and respect all those at the station regardless of what agency they represent.
- B. Each on duty shift is responsible for maintaining their assigned area in a clean and orderly state. LCEMS personnel will assist with station cleaning. All personnel will clean up after themselves and will not leave messes for others to clean. Cleaning will include, but not be limited to:
  - Make beds in the morning
  - Vacuum, sweep and mop station
  - Clean kitchen (including dishes and appliances)
  - Clean bathrooms
  - Dust or vacuum furniture
- C. Any supplies necessary for restocking and maintenance of vehicles or maintenance of rural post will be replaced by the person(s) using them prior to shift change.
- D. LCEMS personnel will complete vehicle check in at the start of their shift. As part of the check in, at or before 0700 Control will be notified via radio channel one of the crew members and beginning mileage. Vehicle check in must be documented on the daily vehicle check in sheet.

- E. In station problems or issues shall be immediately reported to the Shift Supervisor.
- F. LCEMS is a tobacco free Division. Use of tobacco products while on duty is prohibited.
- G. Crews assigned to fire department post locations will remain at that location unless dispatched on a call or posted to assist in city coverage.
- H. LCEMS personnel will sleep in the bed assigned to them. Beds will be stripped and remade at the beginning of the shift, but not at such a time that it will interrupt sleeping personnel. Naps after 12:00 PM are permissible. There shall be no sleeping on furniture other than the beds. Be courteous for others that are sleeping. Keep noise to a minimum.