
Section: 1.24 Preparation For Shift

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Approved by:

SCOPE:

This guideline applies to all South Metro Fire shift personnel.

PURPOSE:

The South Metro Fire Department is a 24/7 operation that depends on the team approach. Critical to the department is the exchange of information at the beginning and end of each shift.

The purpose of this guideline is to ensure all personnel are fully briefed and informed of pertinent department activities and other issues at the start of their shifts. This information includes, but is not limited to, notable activity from the previous day and vehicle and equipment issues. Personnel shall be prepared with this information at the start of their shift.

PROCEDURE:

1. All personnel will participate in an exchange of information with the member/members they are relieving.
2. The minimum information personnel shall be aware of at the start of their shift includes the following items:
 - Know the condition of the vehicle: fuel level, vehicle handling issues, lights, other issues that were noticed or corrected.
 - Equipment status: missing, new, broken, replaced, oxygen levels, etc.
 - Station status: missing, new, broken, replaced, etc.
 - Outline of previous days' calls as appropriate: fire alarms, bomb threats, police incidents, potential hazards, hostile/violent patients, etc.
 - General information about previous shift's activities: training, inspections, maintenance, pre-plans, etc.
3. Personal turn-out gear shall be ready on or near assigned apparatus.
4. Personnel shall be dressed in the appropriate uniform.