

# The Woodlands Fire Department Operational Guidelines

## A-08 – DAILY/WEEKLY SCHEDULE AND DUTIES

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### 1.0 PURPOSE

- 1.1 To outline tasks that are to be performed daily and weekly. The timetable is flexible in that it allows for emergency responses and other unforeseen events.

### 2.0 DAILY SCHEDULE AND DUTIES

- 2.1 07:00 – 07:30
  - A. Be at assigned station
  - B. Receive pass-on information from off going shift
  - C. Receive additional daily assignments
  - D. Review email and calendar for weekly schedule and memos
- 2.2 07:30 – 11:30
  - A. Check of apparatus and equipment
  - B. Begin assigned tasks
  - C. Training\*
  - D. PT\*
- 2.3 11:30 – 13:00
  - A. Lunch
- 2.4 13:00 – 17:00
  - A. Continue / complete assigned tasks
  - B. Training\*
  - C. PT\*
- 2.5 17:00 – 19:00
  - A. Dinner
- 2.6 19:00 – 19:30
  - A. Clean station
- 2.7 19:30 – 22:00
  - A. Perform any special assignments (if applicable)

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- 2.8 22:00 – 06:00 \*\*
  - A. Sleep
  
- 2.9 06:00 – 07:00 \*\*
  - A. Wake up
  - B. Completion of daily reports
  - C. Ensure station and apparatus are ready to be released to oncoming shift
  - D. Communicate any applicable pass-on information to oncoming shift

*\* Goal is a minimum of one hour of training and physical exercise on the days noted in the Daily/Weekly Work Schedule*

*\*\* Time for sleep is not specifically outlined; however all crew members will be awake and ready for station and equipment pass-on prior to shift change at 07:00*

### 3.0 WEEKLY SCHEDULE AND DUTIES

- 3.1 Monday
  - A. Weekly check of apparatus and equipment
  - B. Weekly inventory of apparatus and station EMS supplies
  - C. Weekly check of SCBA
  - D. Training
  - E. PT
  
- 3.2 Tuesday, Wednesday, Thursday
  - A. Training
  - B. Special request / scheduled assignments performed
  - C. PT
  
- 3.3 Friday
  - A. Weekly station cleaning/detailing
  - B. Weekly lawn maintenance
  - C. Weekly cleaning of building exterior
  - D. Training
  - E. PT
  
- 3.4 Saturday
  - A. Special request / scheduled assignments performed
  - B. Training

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C. PT

3.5 Sunday

A. Special request / scheduled assignments performed

B. Training

C. PT

4.0 WEEKLY DUTIES TASK LIST

4.1 Monday – Apparatus Day, Station Generator Day

A. Check all fluid levels. Oil, transmission, pump primer, coolant, truck generator fuel/oil, ventilation fan gas/oil, saw fuel/oil, hydraulic rescue tool fuel/oil, hydraulic rescue tool mineral oil reservoir level, CAFS compressor oil reservoir level, etc.

B. Flow Pump. Hook up to hydrant, flow water. Exercise all valves. Work mechanical pump shift and primer. Operate pump for a sufficient time to allow it to reach operating temperature. Verify functionality of pressure governor.

C. Electrical. Operate truck generator for a sufficient time to allow it to reach operating temperature. Check all extension cords and junction boxes. Operate all emergency and scene lighting. Check all electrical outlets.

D. Motorized Equipment. Run and clean/degrease all saws, ventilation fans, rescue tools, air tools, airbags, cascade equipment, aerial devices.

E. Verify operation of station generator. Sign generator log.

4.2 Tuesday – Training Day

4.3 Wednesday – Training Day

4.4 Thursday – Training Day

4.5 Friday – Station Maintenance Day

A. Police all outside areas: parking lot, aprons, dumpster area, etc.

B. Launder bed linens

C. Thorough cleaning of all bathroom/shower areas

D. Clean/detail kitchen

E. Clean all station glass

F. Clean/check staff vehicles