



# Jackson Hole Fire/EMS Operations Manual

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Title: **Station Operations -  
General**

Division: 8

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## PURPOSE

To provide policy and guidelines for safe, efficient and effective operations of fire/EMS stations. Fire/EMS stations are public property and must be maintained in a manner which positively reflects the organization's stewardship role.

## POLICY

1. It is the responsibility of all members to maintain public property to the highest level possible.
2. Each Station Captain shall ensure the station is maintained and functions as efficiently as possible.
3. Each Fire/EMS station shall be maintained and operated in a manner which promotes efficiency, good appearance, and safety to the personnel assigned there and to the public.
4. All personnel shall abide by those guidelines contained within this policy.

## SECTION I - SECURITY

1. The Deputy Chief - Operations shall be responsible for overall Fire/EMS Station security.
2. All personnel shall be mindful of Station security and abide by all those policies which concern the same.
3. During normal business hours (0730 to 1730) and when occupied, the Station shall be opened to the public.
4. When not occupied, Fire Stations shall be secured with doors and windows locked.
5. Business hours may be altered for specific functions as may be necessary to better serve the public.
6. If it is discovered that any part of the Fire Station, its contents or grounds have been damaged, stolen or vandalized, the Station Captain shall be notified immediately. In the absence of the Station Captain, the Station Training Captain shall be notified.

7. The Station Captain shall notify the on-duty Battalion Chief who will assess the situation and contact the Jackson Police Department or Teton County Sheriff's Office to file an incident report if damage appears to be intentional.
8. The Battalion Chief shall also notify the Deputy Chief – Operations or the Chief as to the circumstances involved.

## **SECTION II - SAFETY**

1. The Station Captain shall be responsible for overall safe operation of the Fire/EMS Station under his/her charge.
2. All personnel shall be mindful of Station safety and shall correct and/or report such safety problems as they may observe in the Fire/EMS Station.
3. Personnel shall use care and all available safeguards when utilizing power equipment, tools and electrical equipment in Fire/EMS Stations.
4. Personnel shall use care in the storage of tools, equipment and supplies so as to not block any access or egress or to impede the response to alarms.

## **SECTION III –VISITORS**

1. Visitors to the stations are welcome. The public shall be escorted while in the station to ensure their safety.
2. Sleeping quarters shall not be open to the public, unless unoccupied.

## **SECTION IV - ECONOMY**

1. Personnel shall use discretion and good judgment in the use of expendable supplies and utilities.

## **SECTION V - SLEEPING**

1. Those personnel who sleep in quarters shall maintain the area in a safe, non-cluttered and clean manner.
2. There shall be no unnecessary disturbance of sleeping persons between the hours of 2200 and 0600.

## **SECTION VI – BEDDING AND LINEN**

1. Personnel at a Station for the night shift shall be provided with the following bedding materials:
  - a. Bed spread.
  - b. Pillow cover.
  - c. Two (2) sheets.
  - d. Mattress pad.
  - e. Blanket
2. Personnel shall be provided with bath towels and wash cloths in addition to bedding materials.
3. Personnel are responsible for providing any other additional bedding that they may require.
4. Personnel are responsible for cleaning and maintenance of their personal bedding.
5. At the end of their tour of duty, personnel will remove and replace their bedding so that the bed will be ready for use by the on-coming shift.

6. Soiled bedding and linens will be delivered to St. John's Medical Center, where they will be cleaned. All cleaning should be charged to the department's laundry account at the Medical Center.