



COLUMBIA FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE VOL-001 Volunteer Station Operations

EFFECTIVE: April 7, 2003

ISSUED BY: John D. Jansen, Jr., Chief of
Department

RECINDS: No previous policy

SCOPE: This policy applies to all Richland County Volunteer Firefighters

PURPOSE: The purpose of this SOG is to establish guidelines that pertain to station operations.

I. PARKING

- A. All volunteer privately owned vehicles (POV's) will be parked in a manner that will not obstruct or prevent access to the bay areas (front or back). Special attention must be paid to the driveway that goes around to the back of the station.
- B. All vehicles must be kept clear of the side driveway and the front access of all fire stations. The fire apparatus must be able to enter or exit the rear of the station via the side driveway and gain access to the main road.
- C. Vehicles must be parked in an orderly fashion to facilitate a rapid response upon notification of a call. A "straight-in" or "angled" parking pattern is preferred.
- D. All posted traffic signs must be obeyed; this includes, but is not limited to, handicapped parking, reserved parking and no parking areas.
- E. Do not park where the ground is soft to prevent damage to the grounds and possibly becoming stuck.

II. STATION ACCESS

- A. Preferred entry is through the door that is located in the kitchen and bay areas in the rear of the station.
- B. The front door (office) will be locked and is not intended for routine entry.
- C. The side door (training room) will be locked and is not intended for routine entry.

III. WEARING OF BUNKER GEAR WHILE IN STATION

- A. Bunker gear may be worn at any time while in the bay area or while outside of the building.
- B. Bunker gear will not be worn inside of station at any time (except in bay area).
- C. If manning station, volunteer personnel will position bunker gear besides fire apparatus.

IV. STATION CLEANLINESS

- A. Firefighters will be responsible for cleaning-up after themselves, as well as their guests while on station property and the surrounding grounds.
- B. Firefighters attending training sessions and special events will be responsible for returning all furniture and items to their proper location.
- C. Firefighters who use the facility to wash their POV's will be responsible for washing equipment to its proper place upon completion. This includes the hose.
- D. Firefighters who smoke will be responsible for insuring that their cigarette butts are placed in proper receptacles. At no time will cigarette butts be discarded on the ground. Field stripping is allowed, but cigarette butts must be discarded in receptacles.

V. SMOKING

- A. Smoking is not encouraged, however, smoking is permitted in designated areas. The only designated smoking area is the bay area and outside of station.

VI. TELEPHONE

- A. No long distance calls made from the Station will be permitted.
- B. No collect calls to the station will be permitted.
- C. Toll free telephone calls are permitted.

VII. IMPROVEMENTS

- A. At no time will improvements be made to the station or grounds (except for routine upkeep) without proper approval from the department.
- B. Improvements must be made in accordance with all building and safety regulations.