



Division 08

Health and Safety

Chapter 19– Station Inspection and Evaluation Program

March 2009

POLICY

This General Order shall set forth guidelines for the station level inspection and evaluation program. The purpose of the station level inspection and evaluation program is to ensure a high level of station operation, management, and compliance with Departmental policies. This valuable tool will measure both the administrative skills and officers' ability to direct crews through basic evolutions.

DEFINITIONS

N/A

PROCEDURES

1. General Provisions

This evaluation and inspection process will be conducted semiannually, and results will be forwarded to individual stations through the chain-of-command. The program will utilize a regular review process to provide assistance to station commanders in carrying out their assigned duties. Items to be reviewed will include, but not be limited to, the following:

Station Management

- Station filing system
- Physical Fitness Program
- Apprentice training books/career recruit manuals
- Station operation guidelines
- Safety Zone material
- Volunteer contact numbers
- Attendance, comp, and overtime

- records Personnel roster
- Maintenance of General Orders book
- Preplan records
- Quarterly institutional inspection records Training records
- Station logbook
- Apparatus maintenance, hose test, and rope records
- Personal protective equipment (PPE)
- Station maintenance program records Apparatus maintenance (equipment upkeep) Uniform appearance
- Personnel knowledge of duties and responsibilities
- Fire Technician Study Guide
- Material Safety Data Sheets
- Knox Box information
- Fixed assets
- Multifamily inspections

Personal Protective Equipment

To ensure compliance with Departmental guidelines and safety concerns.

Apparatus

To ensure that apparatus are operationally ready and in compliance with General Orders.

Building and Grounds

- Building interior
- Fire Protection System
- Building exterior and grounds
- Compressed cylinders
- Electrical appliances

2. Training/Certifications/Conditions of



Employment

Including but not limited to:

- AED Certification
- CPR Certification
- EMT
- EVOC
- Fit Testing
- Haz/Mat Refresher
- Infectious Control
- Respiratory Protection
- Driver's License
 - ACLS*
 - EMT-P*

***ALS providers only**

Station officers are responsible to ensure that the supervision of the career personnel is conducted in accordance with established rules and regulations.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A

3. Evolutions

Various evolutions as determined by the Emergency Operations Command Lieutenant Colonel or his/her designee to include EMS skills, basic fire-ground evolutions, and decision-making challenges to officers. The Fire/EMS Training Academy shall provide the training as specified by the EOC Lieutenant Colonel.

4. Station Quiz

A quiz composed of questions from various Departmental procedures as well as area, apparatus specifications, and locations of tools and equipment.

5. Responsibility

Battalion Chiefs shall conduct inspections approximately three months after the inspection. This will provide preparation for and follow-up to the Departmental inspection. Appropriate records shall be kept at the Battalion level, with copies forwarded to the appropriate Division Commander, including corrective action taken or planned.