

STANDARD OPERATING GUIDELINE



[Use & Care of Quarters]

Department: Operations

SOG#202

Applicable to: All Staff

Effective Date: 1 Mar 2020

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Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the use and care of agency stations.

Scope:

The scope of this document applies to all personnel. The following outlines the expectation of personnel while on duty related to the use and care of quarters.

Guideline:

1. Use.
 - 1.1. Members occupying facilities may utilize all of the amenities of the property while on shift. There are some key components to this, as noted below.
 - 1.2. Bunk rooms may be used any hour of the day. From 0900-1700 personnel are expected to be awake and ensure all duties are completed.
 - 1.3. Personal laundry may be completed only if all daily requirements are completed.
 - 1.4. The kitchen must be cleaned by upon completion of meal preparation/consumption.
 - 1.5. The refrigerator is made available to store perishable items. Personnel will label their items, understanding any unlabeled items will be considered as provided by the agency, and anyone may enjoy the food.
 - 1.6. The refrigerator will be cleaned weekly. Any unlabeled items will be disposed of. Any labeled items which appear beyond the point of safe consumption will be disposed of as well.
 - 1.7. Workspaces are to be kept in a neat, presentable condition at all times.
 - 1.8. At no time will HIPAA material be left unsecured.
1. Care.
 - 1.1. Upon reporting for work, personnel shall complete their start of shift duties.
 - 1.2. Throughout the workday, personnel shall complete their additional responsibilities.
 - 1.3. Additional duties may be assigned by shift supervisors.
 - 1.4. Work responsibilities must be completed prior to personal tasks.
 - 1.5. Any item requiring additional care such as maintenance tasks should be reported to the shift supervisor.
 - 1.6. The garage floor will be cleaned utilizing provided equipment at minimum weekly, or as needed.

This document supersedes any documents on the topic dated prior to the effective date noted above.