



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

**PURPOSE**

This policy is a guideline to assure that certain tasks are completed in a timely manner.

All RFD shift personnel shall be responsible for following this policy.

**POLICY**

Members shall follow the work schedule:

- 07:30 Shift change, all members in uniform (workout uniform) in the kitchen or engine room ready for roll call and assignments.
- 07:30 – 08:00 Perform Apparatus and equipment checks and daily station cleanup
- 08:00 – 10:00 Physical fitness (optional), in uniform by 10:00
- 10:00 – 20:00 Activities – fire prevention, pre-fire planning, training (company level or department level), maintenance, noon and evening meal, daily station cleanup
- 20:00 – 06:30 Beds can be occupied
- 06:30 - 07:30 Prepare for second 24 hour shift
- 07:30 - 08:00 Perform apparatus and equipment checks, daily station cleanup
- 08:00 - 10:00 Physical fitness (optional), in uniform by 10:00
- 10:00 - 20:00 Activities – fire prevention, pre-fire planning, training (company level or department level), maintenance, noon and evening meal, daily station cleanup
- 20:00 - 06:30 Beds can be occupied
- 06:30 - 07:30 Prepare for Shift Change, station and apparatus are ready for oncoming shift

*Note: Physical fitness is allowed prior to 10:00 or after 1700 hours.*

Approved

Fire Chief