

Harnett County EMS Daily Station Duties

At the start of your shift:

- Shift Change, Narcotic Exchange, Equipment Exchange
- Unit check-off to include checking vehicle operation
- Wash and dry unit
- Unit interior cleaned – Cab/Back swept, mopped, trash emptied
- Sweep bay floor
- Clean bathrooms to include toilet, sink, mirrors, countertops, and showers
- Clean floors to include sweeping, vacuuming, and mopping
- Clean kitchen to include sink, countertops, stove, and microwave
- Answer QA flags and emails.

Throughout your shift:

- **Television / Video/computer games are permitted after all daily duties are completed.**
- Unit and Station are to be kept clean throughout your shift so that they are presentable to the public at all times. This includes your uniform.
- All staff must remain in uniform from 0700 -1900. Shoes may be removed after 12 Noon. Tee shirts are permitted during the day as outlined in the SOG.
- Sleeping is not allowed before 12 noon except for employees assigned to the non-emergency transport units.

At the end of your shift:

- All staff must be out of bed no later than 06:30
- All trash receptacles must be emptied to include receptacles in unit
- Dishes washed and put away
- Sweep out unit
- Store all personal items prior to the end of shift

First day of Cycle:

- Deep clean bay. Clear out clutter, windows, doors, sweep/blow floor, and mop floor

Second day of Cycle:

- Deep clean living quarters.
 - Dust ALL rooms
 - Vacuum under all furniture
 - Clean out refrigerator
 - Clean coffee maker

First day of the Month: Preventative bed bug spray provided by chief staff.

Last Sunday of Month: End-of-month checks for chiefs, community medic, and non-emergency transport units

Last day of Month: End-of-month check on all 911 units

Monday: EMS Base and Flatwoods send needs for toilet paper, paper towels, and trash bags to District Chief.

Tuesday: Oxygen orders for Medic 4, 9, 14, and EMS Base.

Wednesday: Supply inventory and orders for Medic 1, 2, 3, 4, 12, & 13

Thursday: Supply inventory and orders for Medic 6, 8, 9, 14, & EMS Base

Every other Saturday: Full strip and detail of unit. Units must be cleaned thoroughly inside and out.