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<th>Owner</th>
<th>Director of Service Support</th>
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<td>Date Written</td>
<td>22\textsuperscript{nd} June 2017</td>
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<td>Date of next review</td>
<td>30\textsuperscript{the} September 2019</td>
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1. INTRODUCTION

Station Activity Schedules will be arranged to address those priorities identified in the Local Area Performance Plan. Station routines are tasks which will normally form part of the working period of each day or night shift and the Retained Duty System (RDS) development sessions.

Humberside Fire and Rescue Service will make efficient arrangements to maximise the productive use of available time to serve the needs of the community and the development needs of personnel.

2. AIMS/OBJECTIVES

To efficiently meet the competing demands for time resulting from operational incidents, community safety needs, development needs, risk familiarisation, risk reduction and maintenance of equipment.

Watch Managers will use the Activity Planning Tool to organise Watch activities for each planning cycle. All planned activities will be detailed in the Watch Outlook Calendar which should show how best use of time is achieved.

3. GUIDANCE

To assist Service personnel in making efficient arrangements and to maximise the productive use of available time, guidance concerning administrative duties on stations has been produced and is available to view here. Whilst some of the guidance is only relevant to the administration of a Wholetime Duty System (WDS) station, much will be of benefit to Retained Duty System (RDS).

If you require further guidance on this document, please contact the

SM Service Support