



# PARADIS VOLUNTEER FIRE DEPARTMENT

## POLICY DOCUMENT

### STATION & DORMATORY USAGE

**1.0** Use of Paradis Volunteer Fire Department (hereafter stated "P.V.F.D." or "the Department") Station & Dormitory facilities is limited to P.V.F.D. members, employees, and guests, as authorized by the President and/or chief officer(s) of the Department.

#### **2.0** General Procedure

**2.1** The following procedures are designed to promote a positive team attitude and an efficient, effective, and friendly working/sleeping environment at Paradis Volunteer Fire Department.

**2.2** All personnel shall conduct themselves in an orderly and respectable manner and behave in a way that brings credit to the organization. Members shall treat others with respect and refrain from the use of abusive, derogatory, or foul language both in the station and in view of the public.

**2.3** Personnel should treat all department and personal property in such a manner so as to avoid damage and prevent loss, theft, or destruction of that equipment. Any willful destruction, theft, damage, or failure to make efforts to stop such damage, theft, or destruction will be grounds for disciplinary action up to and including suspension or expulsion from the Department.

**2.4** No horseplay is permitted in the station.

2.4.1 This includes throwing or tossing of objects, wrestling, or otherwise engaging in mischievous behavior.

**2.5** Responsibility for adherence to this procedure belongs to the ranking officer participating in any given activity, or to his/her designee (referred to as a team leader).

#### **3.0** Station Cleanliness & Appearance

**3.1** Station Cleanliness is generally achieved through the direction and oversight of the assigned Lieutenant and his group on a rotational basis. Although this remains one of the formal duties of the officer assigned this task, general station cleanliness and tidiness is the responsibility of every member of PVFD.

#### **4.0** Accommodations

**4.1** Many accommodations are provided for individuals using or staying at the station. These accommodations should be considered secondary to those supplied by the individuals during their usage or stay. These things include:

4.1.1 Disposable Kitchen Supplies

4.1.2 Bedding/Linens, Towels

4.1.3 Toiletries, Supplies

## **4.2** Sleeping Accommodations

4.2.1 Individuals sleeping at the station overnight and using the dormitory facilities should make every effort to be courteous to their fellow members or guests by performing the following tasks:

4.2.1.1 If Department bedding is used during the stay, it should be stripped from the beds and pillows and washed as needed and at the completion of the stay. This bedding should then be properly returned to service for use by the next individual staying at the station.

4.2.1.2 If Department towels are used during showering or cleanup, these towels should be washed as needed and at the completion of the stay. These towels should then be properly returned to service for use by the next individual staying at the station.

4.2.1.3 If Department Supplies such as Toilet Tissue, Cleaning Supplies, Personal Hygiene Supplies, etc. are used in the duration of the stay, their supply level should be considered, and replacements or replenishment should be made as necessary. If the individual does not know how to obtain replacement supplies or does not have access to them, the team leader or officer should be informed.

4.2.2 Junior Firefighters are not allowed in the Station (including Dormitories) while unsupervised by at least one senior member.

## **5.0** Dormitory Etiquette

**5.1** PVFD does not host a co-ed dormitory facility. Therefore:

5.1.1 No males are allowed in the female dormitory.

5.1.2 No females are allowed in the male dormitory.

5.1.3 No males and females are allowed to sleep at the station at the same time unless one of these individuals are over the age of 21 and at the discretion of the fire chief.

5.1.3.1 Exceptions to this rule due to overcrowding may be obtained ONLY through the approval of the President or a Chief Officer.

5.1.3.2 These rules generally do not apply during natural disasters or emergency situations where the station is being staffed for that purpose. However, in these situations, proper respect and etiquette should be maintained.

**5.2** Individuals using Dormitory beds must shower prior to their use.

**5.3** Individuals staying at the station should position their vehicles to avoid hindering incoming members in the event of an emergency call out of the department.

**5.4** Individuals sleeping in the dormitory facilities should not be disturbed unless in the event of an emergency or Department Call-Out.

**5.5** There shall be a station curfew of 22:30, lights out by 23:45.

**5.6** Officers of the Department have priority in choice of beds.

**6.0** Dormitory Cleanliness & Appearance

**6.1** The dormitory and dormitory bathroom facilities will be kept reasonably neat and orderly for the duration of the stay. Individuals staying at the station under the direction of the Officer/Team Leader will clean and straighten up the dormitory area as needed to maintain a positive appearance and sanitary environment.

**6.2** Clean up of the Dormitory area must be completed during and after each stay.

**6.3** In an effort to maintain the cleanliness of the Dormitory facility, NO FOOD OR DRINK IS ALLOWED IN THE DORMITORIES.

**7.0** P.V.F.D. will hold responsible individuals who engage in irresponsible use of Department facilities. P.V.F.D. also reserves the right to withhold station/dormitory privileges from those who do not abide by the letter or intent of this policy document. Violations of this policy by P.V.F.D. members or employees shall be treated as violations of Department By-Laws and will be referred to the P.V.F.D. Board of Directors for handling.