

SOG#505-3	Standard Operating Guideline	Administrative								
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">USE OF STATION FACILITIES</p>	<table border="1"> <tr> <td colspan="2" data-bbox="1031 136 1424 147">Approved By</td> </tr> <tr> <td colspan="2" data-bbox="1031 147 1424 178">Steven Parrish, Fire Chief</td> </tr> <tr> <td data-bbox="1031 210 1214 231">Effective Date</td> <td data-bbox="1214 210 1424 231">Revised Date</td> </tr> <tr> <td data-bbox="1031 231 1214 262">April 8, 1993</td> <td data-bbox="1214 231 1424 262">June 17, 2021</td> </tr> </table>	Approved By		Steven Parrish, Fire Chief		Effective Date	Revised Date	April 8, 1993	June 17, 2021
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PURPOSE:

To establish guidelines that will determine the availability and use of various areas of the Fire Station.

APPLICATION:

This guideline shall apply to all Cumberland Road Fire Department members and the public.

THE OFFICE OF THE FIRE CHIEF:

The office of the Fire Chief is provided to conduct the business of the Fire Chief, Board of Directors, and other department matters with the Fire Chief.

THE OFFICE OF THE DEPUTY FIRE CHIEF AND ASSISTANT FIRE CHIEF:

The office of the Deputy Fire Chief and the Assistant Fire Chief is provided to conduct the business of the Deputy Fire Chief and the Assistant Fire Chief.

THE OPERATIONS OFFICE:

The operations office provided to conduct the business of the part-time staff / Shift Captain on duty. Volunteers conducting fire department business may also use this office.

TRAINING OFFICE:

The training office is provided to conduct the business of the Training Officer and training staff.

NOTE: THE OFFICES MENTIONED ABOVE WILL NOT BE USED AS A PLACE TO CONGREGATE.

FRONT ENTRANCE / FOYER:

The front entrance or foyer is for visitors and guests to be greeted. Members will not congregate Or use this area for lounging around.

TRAINING ROOM:

The department uses the training room to conduct weekly and specialized training events.

TV / LOUNGE AREAS:

There are two designated TV / Lounge areas in the station. These areas are located in the training room and the front bay of the station. These areas offer the members a place to enjoy the entertainment that is provided.

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BUNK ROOM:

The bunk room is provided for members sleeping overnight at the fire station. All personnel staying overnight at the station will be in the station by 11 pm Sunday - Thursday and 12 am Friday and Saturday. Personnel staying overnight will be responsible for cleaning this area before leaving.

KITCHEN:

The kitchen is a place for members to prepare and eat meals. Any member using dishes and appliances is responsible for cleaning them after each use.

RADIO ROOM:

The radio room is to be used for official business only. Activities include: Answering the radio, monitoring the radio during active fire operations

RESTROOMS AND SHOWER FACILITIES:

The restroom and shower facilities are provided for the convenience of the members. These areas should be kept clean at all times. Members using the showers will furnish their own towels and washcloths, and other bathing needs and keep them away when not used.

APPARATUS BAYS:

The apparatus bays are provided for the parking of the fire department apparatus. The bays shall be clean at all times. Protective clothing will be hung in the gear rack provided and kept neat and orderly. The apparatus bays are also the designated areas for tobacco usage. Members who use tobacco will be responsible for their butts, cigarette packs, snuff cans, tobacco bags, and spittoon devices.

Apparatus will not be pulled out into inclement weather to facilitate work on POV'S. Violation or abuse of this privilege may result in "INDIVIDUAL" suspension of this privilege.

Motorcycles are not permitted to be parked or stored in any apparatus bay.

PRIVATE USE OF THE STATION BY MEMBERS OR THE PUBLIC:

The Fire Station may be used by its members and citizens living within the fire district to conduct private functions such as but not limited to Yard Sale's, Fund Raisers, Wedding Reception, etc., such individuals or groups wishing to use to station for such use must first, obtain permission from the Fire Chief. The Individuals or Groups using the stations will follow all Standard Operating Procedures, Rules and Regulations, and any other policy set by the Fire Chief. There will be no alcohol use by anyone at the Fire Station, public or private functions.

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The individuals or groups using the station will be responsible for the care and cleaning of the station after its use. The Fire Chief has the right to refuse any individual or group's use of the Fire Station for any reason.

USE OF STATION PHONE:

The telephone is provided for conducting Fire Department business. It is also another means of dispatching an alarm if the County Radio system fails for any reason. This department realizes that the phone is not always used for Fire Department business; common sense must be used, and calls should be limited to five (5) minutes. There shall be no long-distance phone calls made by anyone other than those conducting Fire Department business only. The telephone shall be answered professionally and courteously.

VISITORS AND GUEST:

The department prides itself on its hospitality. Do your part to make visitors welcome, introduce yourself and offer any assistance that would help satisfy the visitor. Visitors and guests are welcome to tour our facilities but must follow the above criteria. Members are responsible for the actions of their guests, and no guests are allowed in the station after 11:00 pm. Guests are not allowed to respond to any calls on the apparatus. Guests may be allowed to ride with a Chief Officer in their POV.