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 to 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 ABOVE MENTIONED OFFICE'S 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 to lounge around.

TRAINING ROOM:

The training room is used by the department 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 in the front bay of the station. These areas offer the members a place to enjoy the entertainment that is provided.

BUNK ROOM:

The bunk room is provided for members sleeping over night at the fire station. All personnel staying over night 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.

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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

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RESTROOMS AND SHOWER FACILITIES:

The restroom and shower facilities are provided for the convenience of the members. They should be kept clean at all times. Members making use of the showers will furnish their own towels and wash cloths and other bathing needs and keep them put away when not in use.

APPARATUS BAYS:

The apparatus bays are provided for the parking of fire department apparatus. The bays shall be clean at all times. Protective clothing will be hung in the gear rack provided and shall be kept in neat and orderly manner. 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 any 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.

PRIVATE USE OF THE STATION BY MEMBERS OR PUBLIC:

The Fire Station may be used by its members and citizens living within the fire district, for the purpose of conducting 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 use of alcohol by any one at the Fire Station, public or private functions.

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 the 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; it is important that common sense be used and calls should be limited to not more than five (5) minutes. There shall not be no long-distance phone calls made by anyone other than those conducting Fire Department business only. The telephone shall be answered in the most professional and courteous manner.

VISITORS AND GUEST:

The department prides itself in 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 guest are allowed in the station after 11:00 p.m., 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.