

	Terryville Fire Department Chiefs Policies	
	<u>Subject</u> Use of Sleeping Cots & Blankets	CP# 2-15
	<u>Authority</u> Chief of Department	Initiated 1/22/2016 Revised

A. PURPOSE

1. This procedure establishes guidelines for the use of military-style cots and blankets by members of the Terryville Fire Department.

B. PROCEDURES

1. Upon being notified of a standby requiring members to stay overnight in a fire station, a Company Officer or the OIC for that station will contact the appropriate Chief Officer and advise of the number of members who will be staying overnight.
2. If all stations are being utilized with full crews during a standby, a maximum of 7 cots and 14 blankets can be deployed to each Station. Any station not in need of the maximum number of cots and blankets will notify a Chief Officer who will redeploy the extra cots and blankets as necessary.
3. Because there may be more members than cots at any one time, the Company Officer or OIC of that station may set up a sleep schedule during the standby that is fair and even for the members staying overnight in the station.
4. Upon being assigned a cot, the member is responsible for setting up their cot in a manner that is organized and as to not interfere with pathways and egress of others in the station.

5. Upon setting up the cot, the member is responsible for inspecting the cot to ensure it is in good working condition and able to support the member. If a deficiency in the cot is found the member will notify their company officer or the OIC of the station. The company officer or OIC will take the cot out of service and notify the appropriate Chief Officer.

C. MAINTENANCE

1. At the conclusion of the standby or scheduled sleep time, the member assigned to the cot and blanket will inspect both to ensure they are in good clean condition.
2. The cot, if found to be clean and in good order, will be return to its original bag in the same manner it was received in.
3. Blankets will be bagged up and gathered so they may be laundered by an outside vendor.
4. In the event a cot needs to be professionally cleaned, the company officer or OIC of the station will place the cot out of service and notify a Chief Officer.
5. All cots and blankets will be returned to Station 1 at the conclusion of a standby. A Chief Officer will be notified of the return of the cots and the blankets.