

North Yarmouth Fire Rescue - Standard Operating Guidelines	Code: A-126
Facility and Equipment use	
Developed: 04/07/2015	Approved: <i>GAP</i>
Revised:	Pages:

Purpose

The Purpose of this policy is to establish a clear guideline for our employees to follow while on/off duty. This policy will apply to other activities including, but not limited to: car washing; use of the station, apparatus, and equipment for extra training, skill maintenance, or in preparation for upcoming certification exams; gathering to exercise either as an individual or as a group; or simply gathering to use resources such as the station television or kitchen. The NYFR proposes that the above activities are all allowed, as long as it is done with the permission/knowledge of one of the top three tiers of officers: Chief, Deputy Chief, or Captains.

Policy

1. Personal vehicles and Fire Rescue apparatus may be washed outside if temperature is above freezing.
2. When temperature is below freezing, only Fire Rescue apparatus may be washed in the station. This is to prevent any freeze up of fire department apparatus
3. When temperature is below 60 degrees the bay doors will remain closed. In the event that a bay door is to be left opened, they heat will be turned off to prevent unneeded heat loss.
4. Use of building: if an employee uses the kitchen/TV room, he/she shall leave it in the same condition as it was found in
5. Prior to any use the member will get permission from one of the three: Chief, Deputy Chief, or Captains.
6. If a personal vehicle is in a bay, an orange cone will be placed outside the affected bay to let others know there is a vehicle in the bay
7. In the event that a call comes in while the member is using the facilities, he/she will stop what they are doing and respond on the call
8. Members may use the tools in the apparatus bays but are expected to replace any broken or lost tools while using for personal use.
9. No personal business shall be done on Fire Rescue computers or telephones.
10. Fire Rescue equipment and apparatus shall not be used to provide a service in the community that is commercially available (ie. filling pools, hanging commercial banners hung from telephone pole to telephone pole, etc.)