



DELAWARE CITY FIRE COMPANY, NO. 1, INC.  
815 5TH STREET  
P.O. BOX 251  
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Policy		
Overnight Policy / Sleeping Quarters		
Policy #: 15-016	Original: December 9, 2018	Revised: July 2022
Approval: Company Floor	Date: 7/6/2022	

**Objective:** To explain the guidelines for overnight staffing and assignment of sleeping quarters.

**Statement:** This policy is to be followed by all officers, members, and employees of the Delaware City Fire Company.

- 16.1 The career staff room will be utilized as sleeping quarters for career staff only. No members, non-members, or part-time staff, are permitted to sleep in the career staff room.
- 16.2 In addition to the career staff quarters, the Delaware City Fire Company will maintain a designated male and female bunk room and shower facility. At no time will co-habitation occur in either room.
- 16.3 Permission must be obtained by a Chief Officer, or the President, to spend the night at the station; unless those individuals are part of the overnight Stipend that have signed up through Chief Scheduling.
- 16.4 Lights out on the 2<sup>nd</sup> floor of the building will occur at 2200hrs. The TV, Training, and Exercise rooms will be off limits each night from 2200-0600hrs.
- 16.5 Any member assisting with overnight staffing will be expected to communicate with the career staff on duty and determine what assignment needs to be filled. Members are expected to respond on all sounded alarms. Failure to respond to any alarms may cause the member to lose their overnight privilege.
- 16.6 Bunks are expected to be covered with the appropriate linen and stripped each morning after being used. All linen and personal items must also be properly stored and cleaned on a routine basis. Failure to claim any items, or failure to maintain properly can result in those items being discarded.
- 16.7 There will be no sleeping in the bunk rooms from 0800-2200 unless there are special circumstances where the crew responded to alarms during the overnight period and did not obtain an 8 hour allotment of sleep.
- 16.8 All house rules, as outlined in policy #15-007, must be followed at all times.



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- 16.9 Food and drink are not permitted in the bunk rooms.
- 16.10 In addition to the station alert, a working portable alerting device (pager) must be plugged in and utilized in each bunk room to ensure all overnight personnel are properly notified.
- 16.11 When alerted for an emergency during the overnight hours, all personnel are expected to respond as expeditiously as possible.
- 16.12 The senior member spending the night will be in charge of the bunk room and ensure everything is returned to normal in the morning.
- 16.13 During the overnight hours, there will be no sleeping in the lounge areas on the 1<sup>st</sup> floor.
- 16.14 During weather related emergencies, when all available bunks are being utilized, the training room and other offices on the 2<sup>nd</sup> floor may be temporarily converted into sleeping quarters at the discretion of the Chief and President.
- 16.15 Each night during the 2100-2200hr time frame, the career staff will make their rounds through the building to ensure all doors are locked and everything is secured before retiring for the evening. This will be documented each day on the maintenance care work order.
- 16.16 Member's under 18 years of age are not permitted to participate in the overnight program.