

Little Creek Volunteer Fire Company, Inc.

Sta. 54

P.O. Box 327
311 Main St.
Little Creek, DE 19961

Standard Operating Guideline – 20-07

Sleeping Quarters Rules and Use

Purpose: This guideline is to establish a standard procedure for the use of the sleeping quarters in the Fire House and Establish rules for the use of the same.

Scope: All fire department personnel.

1. The Fire Company has 3 designated Sleeping rooms to be used by assigned personnel on a duty crew. We currently will only have 7 places for someone to sleep.
 - a. These rooms are to be assigned based off seniority.
 - i. Rooms 1 and 2 which are semi private are assigned first
 - ii. Room 3 which has one bunk will be assigned last.
2. Only members that are approved to be on an overnight crew will be allowed to sleep in the building. Members on the assigned crew are indicated in the Chief Scheduling App.
3. 1 person to a bed. It will not be tolerated any variation from this.
4. Each morning the beds will be stripped and the entire room will be cleaned of trash and wiped down. This is to include the mattress cover and common surfaces.
 - a. Members on a shift the continues through the morning are still required to wipe down the sleeping room and clean once a day.
 - b. Whenever a member vacates a sleeping area because of a shift end. They are to clean the entire room as indicated above.
5. During the hours of 10pm to 7am Members need to respect members sleeping. These time frames should be considered Quiet time.
 - a. While watching TV or computers keep the volume lower and be respectful
 - b. Do not horseplay and intentionally wake members sleeping.
6. No member will go through other members belongings for any reason.
7. Members in the building are required to answer the telephone if it rings. Someone on the overnight should be designated to do this.
8. Members staying in the Fire House are expected to get up and be ready to respond for calls. Each room is outfitted with an alerting device. This device is designed to wake you.
9. Failure to show for a scheduled shift without notification. The member forfeits the privilege to stay overnight at the Station or be placed on the overnight shift.
 - a. 1st Offense Banned from staying for 2 weeks
 - b. 2nd Offense Banned from staying for 30 Days
 - c. 3rd Offense Banned from staying for 3 months.
10. Questions or concerns about the sleeping quarters etc are to be directed to the Fire Chief or his or her Designated Officer.