

# Little Creek Volunteer Fire Company, Inc.

**Sta. 54**

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

## **Standard Operating Guideline - 98-17 Delaware State Fire School Cancellations**

**Purpose:** This standard is designed to set guidelines for personnel canceling fire school attendance.

**Scope:** All fire department personnel.

1. Anyone preregistered for a class at the Delaware State Fire School must attend on the days registered. If they fail to attend, they must pay the class fee for the days missed.
2. If a member must cancel, they need to contact a Line Officer no later than the Wednesday prior to the class.
3. Personnel that have a family emergency and cannot attend class will be excused from any responsibility of class fees, as long as they notify the Fire Chief.
4. The Fire Chief may excuse a member from paying on a case-by-case basis if he feels the absence was for a valid reason.