

## **Falmouth Fire-EMS Operating Guideline**

### **Bunk Room Use**

#### **Objective:**

Each station has bunk rooms to serve as sleeping quarters for members who are on-duty, providing special overnight coverage, or are housed as part of the Southern Maine Community College (SMCC) Fire Science Live-in Program.

#### **General Information:**

Bunk Rooms are used by on-duty crews at all three stations, by live-in students at Station 1 and Station 4, and in the event of a special emergency at all three stations.

#### **Guidelines:**

##### **General Response:**

The following guidelines exist for the Bunk Rooms:

1. Bunk Rooms will be utilized by Falmouth Fire-EMS personnel only.
2. Personnel who choose to perform overnight coverage must be in the station before 2200 hours and must be out of the bunk room no later than 0700 hrs.
3. Junior members are not eligible for overnight coverage.
4. Probationary members are not eligible for overnight coverage unless approved in advance by the Fire Chief.
5. Bunk Rooms will not be Co-Ed at any time.
6. There will be no more than two personnel allowed in each bunk room.
7. Personnel using bunk rooms will be responsible for linens for beds and will not sleep on an uncovered mattress at any time. Linens may not be taken from ambulances or the EMS closet.
8. Personnel using bunk rooms will be responsible for cleaning the bunk rooms and the bathroom between the bunk rooms before the personnel leave in the morning.
9. Personnel using bunk rooms are in-service at all times. Personnel will respond to calls as requested.
10. Guests / Visitors / Family Members / Pets are not allowed in the station after 2100 Hours or before 0700 Hours. No Exceptions.

11. Fire and EMS Personnel not utilizing the bunk room should be out of the station between the hours of 2100 and 0600 to allow for “quiet time” for those members performing overnight coverage.
12. Personnel staying in the bunk rooms will maintain a clean, professional appearance at all times.
13. Members are responsible for any damage done to the bunk rooms, including holes in the walls, etc.
14. These guidelines may be changed or altered by the Fire-EMS Chief at any time.