

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

### **Bunk Room Use**

#### **Objective:**

Each station has bunk rooms to serve as sleeping quarters to members who are either providing 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 overnight crews at Central Station, by live-in students at Station 1 and Station 4, and in the event of a special emergency at all three stations. Bunk Rooms are assigned through the monthly EMS coverage schedule or via the SMCC live-in program.

#### **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 utilizing the bunk rooms must sign up through the When to Work online scheduling program or with the Office Administrator during regular office hours (Mon-Fri 8 am to 4 pm). The Office Administrator will keep a schedule of overnight coverage.
3. 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 0800 hrs.
4. Junior members are not eligible for overnight coverage.
5. Probationary members are not eligible for overnight coverage unless approved in advance by the Fire Chief.
6. Bunk Rooms will not be Co-Ed at any time.
7. There will be no more than two personnel allowed in each bunk room.
8. There will be no more than three personnel allowed overnight at Central Station at any time except as requested by the Fire Chief (example: storm coverage).
9. 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.

10. 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.
11. Personnel using bunk rooms are in-service at all times. Personnel will respond to calls as requested.
12. Guests / Visitors / Family Members / Pets are not allowed in the station after 2100 Hours or before 0800 Hours. No Exceptions.
13. Fire and EMS Personnel not utilizing the bunk room should be out of the station between the hours of 2100 and 0630 to allow for "quiet time" for those members performing overnight coverage.
14. Personnel staying in the bunk rooms will maintain a clean, professional appearance at all times.
15. Members are responsible for any damage done to the bunk rooms, including holes in the walls, etc.
16. These guidelines may be changed or altered by the Fire-EMS Chief at any time.