
DIRECTIVE

DIRECTIVE #: 06-6.0

DATE: February 9, 2006

6.1 **STATION POLICY - GENERAL:**

- 6.1.1 To provide policy and guidelines for the safe, efficient and effective operations of fire stations owned by or operated by the Blackwood Fire Company and/or the Gloucester Township Board of Fire Commissioners, Fire District #4 (fire stations).
- 6.1.2 All personnel, (members of the Blackwood Fire Company and employees of Gloucester Township Fire District #4) shall be responsible for the understanding, administration and enforcement of these and all policies of this organization.
- 6.1.3 Determining who is responsible to act as the officer in charge for the enforcement of this and all policies of the organization shall be IAW with guidelines set forth in the Blackwood Fire Company Constitution and By-Laws
- 6.1.4 The fire stations serve multiple functions. The first and foremost is that they house fire/rescue apparatus and equipment required for providing necessary emergency and non emergency service to our community. The stations are also used as training facilities for our personnel or other agencies as deemed necessary by the Chief. The stations are also provided with a social lounge and kitchen area for use by our personnel. Other uses for the stations include: fundraising, department business meetings, committee meetings, training classes, and in times of disaster it may be used as a shelter, triage area, staging facility, or command post.

- 6.1.5 Each fire station shall be maintained and operated in a manner which promotes efficiency, good appearance, and safety to all personnel and to the general public.
- 6.1.6 All personnel shall be provided with a copy of this policy. Effective _____, all members and/or employees will be provided a copy within 10 days of acceptance into the organization. A receipt form will be filed with the office of the Board of Fire Commissioners, Fire District #4 to be maintained as a permanent part of their respective personnel file.
- 6.1.7 This policy will be posted on the fire company web page and future maintenance of same shall be the responsibility of each individual member and/or employee.
- 6.1.8 Ignorance of the policy shall not be considered a prima-facie defense of any violations.
- 6.1.9 Unauthorized controlled substances are strictly prohibited from the fire stations and property. Alcoholic beverages are strictly prohibited from the Blackwood Clementon Road station and property. With the exception of within the social lounge area of the Central Avenue station, alcoholic beverages are prohibited from all other areas of the Central Avenue station and property.
- 6.1.9.1 All acts involving unauthorized controlled substances shall be reported directly to the Chief. The Chief shall then file a police report with the Gloucester Township Police Department
- 6.1.9.2 All acts involving the possession of alcoholic beverages in an apparatus room shall be reported directly to the Chief.
- 6.1.10 Control of thermostats is strictly limited to a trustee. Tampering with any thermostat will be considered an act of vandalism.
- 6.1.11 Offices should be considered work areas. Congregating without a specific purpose or assignment is prohibited. The social lounges have been provided for your enjoyment and entertainment.
- 6.1.12 Parking on the apron of any fire station is strictly prohibited.
- 6.1.13 Members are permitted to wash their personally owned vehicles in the parking lot provided no water use restrictions are in effect. Members should be cognizant of maintaining a safe work area while operating in the parking lot.
- 6.1.14 Temporary storage of personal vehicles must be approved by a trustee. Authorization self cancels after two weeks. Authorization to continue storage must be renewed every two weeks. Stored vehicles must be properly registered and insured. The Blackwood Fire Company and the Gloucester Township Fire District #4 assume no responsibility for any damage, vandalism or thefts from vehicles being temporarily stored on fire station properties.

- 6.1.15 With the exception of necessary emergency repairs, mechanical repairs of personally owned vehicles are prohibited on fire station property.
- 6.1.16 With the exception of during deliveries, no vehicles other than fire district/fire company owned or operated vehicles are permitted inside the fire stations.
- 6.1.17 Except for the performance of our stated mission, no fire/rescue equipment shall be removed from any fire station and/or apparatus without the expressed consent of the Chief. In the event permission is granted, a notation of this removal shall be made and will include the date removed, the equipment removed, the anticipated time of the equipments return and the member's name.
- 6.1.18 Except for the performance of our stated mission, no non-fire/rescue equipment shall be removed from any fire station without the expressed consent of a trustee. Tables and chairs should be considered unavailable for personal use. In the event permission is granted, a notation of this removal shall be made and will include the date removed, the equipment removed, the anticipated time of the equipments return and the member's name.
- 6.1.19 Use of the wash machines and dryers are permitted by members. Members should supply all necessary supplies to accomplish these tasks. Items should be removed from washers and dryers immediately upon the completion of their cycle. Items remaining may be removed and placed in a trash can liner and set alongside the unit for future pickup by the owner. The Blackwood Fire Company and the Board of Fire Commissioners, Fire District #4 assume no responsibilities or liabilities for articles possibly damaged during the use of fire station wash machines and dryers.

STATION POLICY – SECURITY OF STATIONS AND APPARATUS:

- 6.2.1 All personnel are responsible for the security of our fire stations and shall ensure adherence to and enforcement of all policies concerning station security.
- 6.2.2 In an attempt to foster station security, fire station lock combination changes should be performed periodically. In addition to periodic changes, the following circumstances should be considered as a need for changing the fire station lock combination:
 - 6.2.2.1 Termination of membership
 - 6.2.2.2 At the discretion of the President, Chief or Trustees
 - 6.2.2.2.1 All fire station combination changes should be coordinated through the trustees.
 - 6.2.2.2.2 When practicable, ample notice to the membership should be made prior to any changes to the fire station lock combination.
- 6.2.3 During normal business hours (0600 to 1800) and when occupied, the fire stations should be accessible to the public.
- 6.2.4 Fire station doors should not be left open needlessly, regardless of station occupancy.
- 6.2.5 When not occupied, fire stations shall be secured with all doors closed and locked.
- 6.2.6 Apparatus should not to be left outside when the fire station is not occupied.
- 6.2.7 Apparatus that must be left outside the fire station shall be periodically monitored. When apparatus left outside the fire station has a keyed ignition switch, the keys will be removed and placed on the key control board.
- 6.2.8 All Fire Stations shall be secured by 2200 hours.
- 6.2.9 Any member discovering any vandalism or damage to any part of the fire stations, its contents or grounds, or any thefts, shall notify the Chief directly. The Chief then should make notifications as necessary dependant on the situation at hand.
 - 6.2.9.1 All damage to property and all thefts will be reported to the Gloucester Township Police Department.
 - 6.2.9.2 Damage to and thefts from the Blackwood Clementon Road station will be reported to the Commissioner in charge of facilities.
 - 6.2.9.3 Damage to and thefts from involving apparatus and/or firefighting equipment will be reported to the Commissioner in charge of operations.
 - 6.2.9.4 Damage to and thefts from the Central Avenue station will be reported to the President.
 - 6.2.9.5 Damage to and thefts occurring at the Central Avenue station and involving non firefighting equipment will be reported to the President.

6.3 **STATION POLICY - SAFETY:**

- 6.3.1 All personnel should be mindful of station safety and should correct and/or report such safety problems as they may observe in the fire stations.
- 6.3.2 Personnel shall use care and all available safeguards when utilizing power equipment, tools and electrical equipment in the fire stations.
- 6.3.3 Personnel shall use care in the storage of tools, equipment and supplies so as to not block any access or egress or to impede the response to alarms. All P.P.E should properly hung or neatly folded and stored out of high traffic areas or adjacent to the apparatus you have been assigned to operate with.
- 6.3.4 No items shall be set on the apparatus, i.e. coats, helmets, drink cups, soda cans, etc.
- 6.3.5 With the exception of on duty police officers, members authorized to carry firearms or other weapons that are not properly holstered and/or on the person of the authorized person shall be stored in the gun lockers provided. All spare ammunition shall also be secured in a gun locker.
 - 6.3.5.1 Gun lockers shall be utilized for the securing firearms and other weapons (knives, chemical agents, etc.) only.
- 6.3.6 Personnel are reminded that they are professionals and should act accordingly. Horseplay of any nature shall not be tolerated.
- 6.3.7 To minimize exposure to diesel exhaust fumes, apparatus shall not be idled in the fire station except during start up and shut down. Apparatus requiring a cool down idle period will be idled on the fire station apron before being backed in.
- 6.3.8 Due to slippery floors care must be exercised when using water on the apparatus room floors. When possible, all tank refills and truck washing will be done outside. When this is not possible members must use caution on wet areas, and squeegee the floor at job completion.
- 6.3.9 Members will use care in storage of material in apparatus rooms, material shall not be stored in high traffic areas.
- 6.3.10 To facilitate cleaning of apparatus room floors, and to eliminate a tripping hazard, all protective clothing shall be stored on assigned racks and not on floor. Members should try to keep shoes, jackets, etc..., out of traffic areas when preparing to respond to incidents.
- 6.3.11 Apparatus room lights shall be on while preparing to respond to an incident and when backing the apparatus into the stations.
- 6.3.12 Apparatus air and electric shore lines shall be connected at all times apparatus is in station.

- 6.3.13 Apparatus compartment doors should be closed and secured at all times. If it is necessary to leave doors open (drying, etc...) a note should be posted on apparatus steering wheel.
- 6.3.14 All members are encouraged to utilize the available weight and gym equipment provided for their personal enrichment. Non members must be accompanied by and continuously monitored by a member during use of this equipment. The Blackwood Fire Company and Gloucester Township Fire District #4 assume no liability of injury sustained during use of this equipment.

6.4 STATION POLICY - SOCIAL LOUNGES AND KITCHEN AREAS:

- 6.4.1 The social lounges should be considered closed during company activities being held outside the lounges and commission meetings.
- 6.4.2 Food and drink is prohibited from the carpeted areas and furniture.
- 6.4.3 Sleeping on the furniture is strictly prohibited. Sleeping in the fire stations will be conducted IAW O.G. # (sleeping policy).
- 6.4.4 Users of the kitchen will clean up immediately after themselves. This is to include, but need not be limited to, washing and drying all pots, pans, utensils, plates, glasses, etc. and returning them to their respective storage area. Additionally, all surface areas (counter tops, tables, and bar top) should be wiped clean after every use. The floor should be swept, and if necessary, mopped after every event.
 - 6.4.4.1 During company events all personnel present should assist in cleaning up immediately upon the completion of an event. The officer in charge of the event will be responsible to ensure the social lounge and kitchen areas are satisfactorily cleaned. After routine scheduled drills this should be completed by 2230 hours.
- 6.4.5 Only members over the age of 18 may cook in the fire station.
 - 6.4.5.1 Cooking operations at the Blackwood Clementon Road station are strictly limited to exclude any operations that produce grease laden fumes!
- 6.4.6 The exhaust fan shall be activated during all cooking operations.
- 6.4.7 Personnel should review and be familiar with the correct operation of suppression systems present in the kitchen.
- 6.4.8 Refrigerator at each fire station will be cleared of left over food on a weekly basis.
 - 6.4.8.1 Blackwood Clementon Road – Monday
 - 6.4.8.2 Central Avenue - Friday
- 6.4.9 All members are to tidy up after every use of the fire station. A cooperative effort will eliminate the need for major clean up to be performed.
- 6.4.10 Trash receptacles should be routinely emptied into the dumpster. It is every member's responsibility to discard trash when found, and empty receptacles that are full.
- 6.4.11 Serving of alcoholic beverages is prohibited during; business hours (0600 to 1800), business meetings, commission meetings, training sessions and all other sanctioned events as deemed necessary by the President, Vice President, Chief or Assistant Chief. Last call must be made no later than 0100 hours. Operation

of the bar must cease at 0130 hours. Waiver of these limits may be made by the President, Vice President, Chief and Assistant Chief.

- 6.4.12 All liquor must be secured unless being served at a sanctioned activity.
- 6.4.13 All applicable statutes regarding the dispensing of alcoholic beverages shall be strictly adhered to.
- 6.4.14 Persons consuming alcoholic beverages are prohibited from occupying any apparatus room or mounting any apparatus. Only company sanctioned events where the use of a cleared apparatus bay is temporarily set up for assembly shall the presence of alcoholic beverages be permitted in an apparatus room. To that end, alcoholic beverages and persons consuming alcoholic beverages continue to be prohibited from occupying any part of the apparatus room which is still occupied by apparatus and certainly they are strictly prohibited from mounting an apparatus for any reason.
- 6.4.15 The odor of an alcoholic beverage on the breath of a member will be considered presumptive evidence of consumption or use of alcoholic or intoxicating beverages.
- 6.4.16 Personal items are to be immediately removed from the showers after use. Items left behind may be disposed of without notice.
- 6.4.17 When practicable, P.P.E./bunker gear should not be worn inside the lounges and kitchen areas. If necessary to enter the lounges and/or kitchen areas while wearing P.P.E./bunker gear, it shall be clean, free of all debris and dry prior to entering the lounges or kitchen areas. The wearing of PPE is strictly prohibited from the carpeted areas of the lounges and when sitting on the lounge furniture.
- 6.4.18 Outside recreation areas should be considered a part of the social lounge and all applicable rules equally apply to those areas. Consumption of alcoholic beverages in the outside recreation areas open to public view is strictly prohibited.
- 6.4.19 Dumpsters are to be locked at all times.
- 6.4.20 Dumpsters should not be overfilled. Although members are permitted to take advantage of this service, they must refrain from depositing refuse into any dumpster that is over half full.

6.5 **STATION POLICY - FIRE STATION VISITATION**

- 6.5.1 Visitors should be considered as any person not a member of the Blackwood Fire Company, Blackwood Fire Company Auxiliary or employee of the Gloucester Township Fire District #4 who enters the premises of any fire station, having the desire to view the station and apparatus, or wishing to see any of the members on business or otherwise.
- 6.5.2 Visitors shall be accompanied by a member at all times. Entry onto any apparatus room floor or apparatus by a visitor is prohibited unless accompanied by a member.
- 6.5.2 All visitors to the fire stations, having the desire to view the station and apparatus or wishing to see any of the members on business or otherwise, shall be received courteously. Any extended stay should be discouraged except under extenuating circumstances.
- 6.5.3 With the exception of approved business, entrance into fire stations for the purpose of soliciting shall not be permitted.
- 6.5.4 Any member may prohibit the entrance to or cause any person to leave the fire station when, in the opinion of that member, such presence may interfere with Fire Department operations.
- 6.5.5 Persons desiring group station tours shall be directed to contact the Fire Department Administrative Clerk at (856) 227-7037 to schedule such tours.
- 6.5.6 Conduct prejudicial to good order or discipline such as gambling, disorderly persons, provoking or harmful mischievous conduct, quarreling, threatening, fighting or assaulting, creating discrediting public spectacle, unnecessary disturbance of sleeping persons between 2200 and 0600 hours or during other permitted times, meddling with property or belongings of others, hazing, and other similar acts shall not be permitted.
- 6.5.7 Members in good standing are permitted to receive a maximum of eight (8) visitors when present.
- 6.5.8 With the exception of immediate family (Mother, Father, Son, and Daughter) personnel receiving visitors will be responsible to see that the proper entry is logged in the Station Journal.
- 6.5.9 Personnel receiving visitors are responsible for their guests' actions and behavior. Violations committed by a visitor will be charged against the responsible member.
- 6.5.10 All station visitors shall leave the premises before 0200 hours.
- 6.5.11 Personal visits during training and/or meetings are strongly discouraged.

6.6 STATION POLICY - USE OF TOBACCO PRODUCTS

- 6.6.1 Designated Tobacco Use Area- An area designated by the Chief or President as the acceptable location for the use of tobacco products. These areas are marked by the assigned location of an approved tobacco waste receptacle. These locations shall not be within five feet of an open doorway, bay door, or window.
- 6.6.2 With the exception of while in a designated tobacco use area, smoking or other use of tobacco products and/or substitutes is strictly prohibited in all vehicles, apparatus, and fire stations.
- 6.6.3 Smoking or other use of tobacco products is prohibited in the presence of the general public while in departmental uniform.
- 6.6.4 Smoking or other use of tobacco products is prohibited at emergency scenes, public relations events, etc. The IC may designate a tobacco use area if requested by a member. In order to maintain personnel accountability, any member wishing to utilize this area must first secure appropriate permission from their appropriate supervisor.
- 6.6.5 The designated smoking area at the Central Avenue station is on the rear patio a minimum of five (5) feet from an open doorway or window.
- 6.6.6 The designated tobacco use area for the Blackwood Clementon Road station is to the rear of the building a minimum of five (5) feet from an open doorway or window.
- 6.6.7 Ashtrays or butt cans must be used for the disposal of all smoking products.
- 6.6.8 Smokers should make every attempt to police themselves, and keep the butt cans clean. Butt cans should be routinely emptied into the dumpster. The tobacco use area is the only area that it is not every member's responsibility to police. Those members using the tobacco use areas are reminded to ensure that all embers are extinguished before discarding ashes into the dumpster.
- 6.6.9 Paper or other trash shall not be disposed of in the butt cans.
- 6.6.10 Cigarette butts should never be disposed of outside on any fire station property.
- 6.6.11 Chewing Tobacco and Snuff users will not spit onto the fire station property.
- 6.6.12 Chewing Tobacco/Snuff users will police themselves and other users to ensure that their "juice" receptacles are properly disposed of.
- 6.6.13 "Wads" of tobacco shall be disposed of properly and never disposed of in the parking lot, down apparatus bay floor drains, etc.

6.7 STATION POLICY - ACTIVATIONS OF THE FIRE STATION FIRE ALARM

- 6.7.1 In the event of an activation of the fire station's fire alarm ensure that all occupants of the building know that the fire alarm has sounded and direct them to leave the building and re-assemble at the "C-D" corner of the property.
- 6.7.2 Notify the Camden County Communications Center of the alarm activation through the most expeditious manner. If necessary call 911 and report the alarm activation to the Gloucester Township Police Department and provide them with an updated report. In this event ensure you communicate that they need to notify the Camden County Communications Center of this activation.
- 6.7.3 The alarm may be silenced once it is certain that all occupants are aware of the alarm and have left the building.
- 6.7.4 If an authorized driver is present, remove apparatus from the building and close all bay doors.
- 6.7.5 Check the fire alarm panel for the location of the alarm.
- 6.7.6 Proceed to the alarm location with an ABC fire extinguisher and investigate the situation. If an actual fire is discovered ensure this updated information is communicated to the Camden County Communications Center to initiate the assigning of additional resources required for a building fire.