

**King of Prussia Volunteer Fire Company
Standard Operating Guidelines**

1. General Building Rules

1. There shall be no smoking within the areas of the Fire Stations under the supervision of the Fire Chief.
2. All protective equipment will be kept in good order and shall be placed back on the assigned racks after all fire calls and training sessions. All equipment shall be returned in good order to its proper place.
3. There shall be no use of Fire Company facilities or equipment to work on private vehicles without the expressed permission of the Fire Chief or the Chief Engineer.
4. There shall be no roughhousing, horseplay, or throwing of objects of any kind within the Fire Stations
5. Running gear is not permitted on the second floor of the Allendale Road Station with the exception of bunker pants for the Duty Crew.
6. The parking spaces in front of the Radio Room window at the Allendale Road Station are reserved for the Line Officers or those involved in some kind of activity that necessitates having his/her vehicle nearby (i.e. unloading or loading equipment)
7. Parking in front of the Engine Bays is reserved for the Line Officers or anyone who is involved in an activity described in #6.
8. Parking in the Engine Room lots shall be on a "short term" basis only. No vehicle should be left overnight in the Engine Room parking areas.
9. The following rooms shall be off limits to all personnel unless they have a specific reason for being in these areas:
 - A. Radio Room
 - B. Radio Repair Room
 - C. Storage Rooms
 - D. Engineer's Room
 - E. Air Pack Maintenance Room
 - F. Fire Police Room
 - G. Hose Tower
 - H. Chief's Office
 - I. Duty Crew Room
 - J. Ladies Auxiliary Closet

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10. All Firefighters still in high school must be, off Fire Company property by 2300 hours unless they are there for some kind of Fire Company function. Socializing is not an official Fire Company function.
11. Eating and drinking will be permitted in the Engine Room and kitchen only. No food or drink shall be permitted in any other part of the Fire Station without the expressed permission of a Line Officer.
12. It is the responsibility of each Firefighter to insure that the Fire Stations are kept clean and orderly.

II. The TV. Room

1. This room shall be off limits during Firefighter meetings and training drills
2. There shall be no eating permitted in this room. Drinking of beverages will be permitted. (It is understood that no alcoholic beverages are permitted in the Allendale Road Station.)
3. Once the Duty Crew has turned in for the night, activity in the TV Room shall be kept to a minimum. The TV/Radio shall be turned down and talking should be kept at a low level, If any member of the Duty Crew requests that the TV Room be closed for the evening it shall be vacated immediately.
4. The TV, radio, lights, etc. shall be turned off by the last person leaving the room.
5. It is the responsibility of every Firefighter to keep this room clean and orderly. This room will be closed to all personnel if it is found in a dirty or disorderly fashion.

III. The Kitchen

1. All cooking shall be done in the kitchen area only.
2. All eating shall be, done in the kitchen area only.
3. If you use the kitchen -- clean it tip
 - A. Wash the dishes and put them away.
 - B. Throw away all trash
 - C. Clean up the tables and counter

IV. Restrooms and Showers

1. There shall be no magazines, newspapers, etc. left in the restrooms.
2. All personal items (soap, towels, toiletries, etc.) left in the restroom will be discarded in a manner to be decided by the Fire Chief.
3. Showers are for use by the Duty Crew only. They may be used by others only with the expressed permission of a Line Officer.
4. The showers and sinks shall be cleaned after each use.
5. Showers shall be limited to 15 minutes

V. The Duty Crew Room

1. The Duty Crew Room is off limits to all personnel with the exception of the Duty Crew and Line Officers.
2. If a Firefighter works the "third shift" and would like to use the Duty Crew Room during daylight hours he/she can, with the expressed permission of a Line Officer. Quiet conditions within the Fire Station cannot be expected during daylight hours
3. There shall be, no roughhousing or horseplay in the Duty Crew Room.
4. The air conditioner setting in the Duty Crew Room shall not be set lower than 78 degrees.

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VI. The Meeting Room

1. Although under the direct control of the Board of Trustees, the Meeting Room is designed for Fire Company usage. To prevent any conflicts in the scheduled use of this room, the following guidelines shall be followed:
 - A. Tuesday nights are reserved for Fire Training. No other use of this room will be permitted on any Tuesday night without the expressed approval of the Fire Chief.
 - B. The last Thursday of Each Month is reserved for the Fire Company meeting. No other use of this room will be scheduled for the last Thursday night of the month without the expressed approval of the Fire Company President.
 - C. Any group within the Fire Company that wishes to use this room for any reason must first obtain the permission of the Fire Chief and the Chairman of the Board of Trustees at least one week ahead of the event. Events related to firefighting activities shall have priority over all other functions.
 - D. Use of the Meeting Room will be limited to Fire Company and/or firefighting related business. No group not directly involved in Fire Company or firefighting related business may use this room under any circumstances.
 - E. Any group using the Meeting Room will be responsible for returning the room to its original condition.

VII. Weight Area

1. The weights and exercise equipment shall be used at a Firefighter's own risk.
2. Only Firefighters can use the weights and exercise equipment.
3. This area is off limits when the Meeting Room is being used.

NOTE: As things develop, more rules and regulations will be needed. In short, it is important to remember that any behavior detrimental to the building, functioning, or image of the King of Prussia Volunteer Fire Company will not be tolerated. Members found engaging in such behavior, or not reporting such behavior are subject to disciplinary action.