

## STANDARD OPERATING GUIDELINES

DELTA-CARDIFF  
VOLUNTEER  
FIRE COMPANY

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S.O.G. E57-25      Revision: 1

SUBJECT: Bunkroom Privileges

DIVISION: Ambulance

INITIAL DATE: 25 January 1997

EFFECTIVE DATE: 23 December 2002

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PURPOSE: Rules and regulations governing the use of the bunkrooms.

APPLICABLE TO: All Personnel

AUTHORITY: DCVFC Ambulance Committee

1. Reservations are made by bed number and signing in on the roster located in the office area adjoining the bunkrooms.
2. Each person shall supply his or her own linen. Sheets, pillowcases and blankets or a sleeping bag must be used. There shall be no sleeping on an undressed mattress.
3. Beds made and not reserved, by signing in, may be torn down and used by someone else.
4. Beds are to be kept neat and ready for use by the next individual.
5. No smoking is permitted in the bunk area.
6. Duty crews have first priority when requesting beds.
7. Cadets and probationary members who have not been approved to ride emergency equipment will not be allowed to sleep-in at the firehouse.
8. Courtesy will be extended to those already in bed or daytime sleepers.
9. Sleep-in crews are responsible for cleanliness of bunk area and restrooms, when utilized.
10. Any person sleeping in will respond to all calls and will remain in the station until released by an officer.

11. Upon waking, the member shall sign out on the log sheet, indicating the time they left for the day and prepare the bunk for the next individual. Those failing to sign out will be held accountable for the bunk in which they slept.
12. Members failing to sign in/out on the bunkroom log sheet will have their sleep privileges revoked.
13. Sleeping in is a privilege, not a right. The Officers or Board of Directors can revoke this privilege in whole or in part at anytime if the rules are not obeyed.

Approved: /s/ C. Glenn Feveryear  
Vice-President