



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Sleeping Facilities
Reference Number:	ADM 02-003
Effective Date:	16-Apr-03
Last Revision Date:	28-Feb-19
Signature of Approval	Curtis Sheets, Chief

Purpose:

This SAP is to establish a standard set of guidelines for personnel using WPOA sleeping facilities.

Policy:

Bunk Rooms are provided at each station for the comfort of the employee and volunteers.

Employees and volunteers should make his/her bed using clean linens located in each station.

At the end of the shift, the employee or volunteer shall remove the dirty linens and place them in the dirty linen basket.

- It is the responsibility of the staff to wash and dry linens when appropriate.

No one should sleep in public access areas to include the day room at Wintergreen staffed stations.

No personnel will be permitted to sleep at the stations between the hours of 0800 and 2000 hours.

- It is the Captain's discretion to allow sleeping during the hours of 0800 – 2000 due to extenuating circumstances such as high call volume during weather events or 48-hour shifts.

If an employee is working an additional shift, he/she is expected to begin the day's work at zero eight hundred (0800) hours on the second day. "Sleeping in" on a double shift is prohibited.

Personnel in good standing with Fire and Rescue may use the sleeping quarters so long as they maintain availability for incidents. Arrangements should be made via Fire and Rescue Administrative Personnel. No family members or guests will be permitted overnight unless prior permission is obtained by administrative staff.

- Any staff or volunteers coming in to sleep not on shift should arrive no later than 2000 to prevent disrupting those that may already be sleeping.

No unnecessary disturbance of persons sleeping between the hours of 2000 and 0800 will be allowed.