



OPERATIONS MANUAL STRATFORD EMERGENCY MEDICAL SERVICE

900 Longbrook Avenue • Stratford, CT 06614 • (203) 385-4060
<http://www.townofstratford.com/ems>

SECTION:	9-1: DEPARTMENT FACILITIES AND GENERAL STANDARDS	DATE ISSUED OR REVISED:	01-NOV-2004
PURPOSE:	<i>To establish a procedure and standard to be applied to all Members while using Department facilities.</i>		

- 9-1.0 **DEPARTMENT FACILITIES AND GENERAL STANDARDS** All Members shall:
- 9-1.1 Maintain a clean, healthy, and infection free working environment within Department facilities.
 - 9-1.2 Equally share facilities, telephones, work areas, computer stations, etc.
 - 9-1.3 All Department facilities are designates as SMOKE FREE. No one is permitted to smoke within Department stations.
 - 9-1.4 Priority use of Department stations and facilities rests with on-duty personnel.
 - 9-1.5 Assume responsibility to clean up after cooking, eating, or any other activity that disrupts a station area. In other words, clean up your own mess!
 - 9-1.6 All crews are required to complete the appropriate shift duties; specifically this includes cleaning headquarters of any mess that may not be made by the crew on duty.
 - 9-1.7 Do not bring biohazard material into the Department crew's quarters area.
 - 9-1.7.1 Contaminated clothing/equipment should be placed in red biohazard bags and left in the Department laundry room
 - 9-1.7.2 All other biohazard waste shall be left in the appropriate receptacle in the Police/Department garage at headquarters.
 - 9-1.8 Department vehicles ONLY may be washed at Department facilities with the following stipulations:
 - 9-1.8.1 Headquarters: Vehicles may only be washed outside, weather permitting.
 - 9-1.8.2 Lordship Station: Vehicles may only be washed outdoor, weather permitting.
 - 9-1.8.3 AT NO TIME shall any vehicle be washed in the vehicle bay areas.



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SECTION:	9-2: SLEEPING FACILITIES	DATE ISSUED OR REVISED:	01-NOV-2004
PURPOSE:	<i>To establish a procedure for the appropriate use of sleeping facilities within Department stations.</i>		

9-2.0 **SLEEPING FACILITIES**

- 9-2.1 All personnel shall assume full responsibility for making your bed / sofa and REMOVING dirty linens at the end of your shift.
 - 9-2.1.1 Dirty linens shall be placed in the linen bags provided.
- 9-2.2 Personnel shall not sleep in any Department vehicle.
- 9-2.3 Crews shall respond to emergency calls quickly and without delay while working shifts that may require sleeping while on duty.
- 9-2.4 Good safety standards shall be observed by all personnel, particularly on night shifts.
 - 9-2.4.1 The first person to get out of bed shall turn the lights on for the safety of other crew members.
- 9-2.5 There shall be NO OVERNIGHT GUESTS in sleeping facilities.
- 9-2.6 There shall not be more than one person per bed/sofa.
- 9-2.7 The minimum amount of sleepwear is shorts and a T-shirt.



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SECTION:	9-3: STATION ACCESS	DATE ISSUED OR REVISED:	01-NOV-2004
PURPOSE:	<i>To establish a procedure for the use of Department facilities by Members, students, family members, or friends.</i>		

9-3.0 STATION ACCESS

- 9-3.1 Access to Department facilities is primarily reserved for those individuals who are currently active Members or enrolled in an on-going Department training program.
- 9-3.2 All Members are required to carry identification and their Department-issued ID card at all times while in Department stations.
 - 9-3.2.1 Members who are not in uniform and cannot produce identification may be asked to leave the station by on-duty personnel.
- 9-3.3 Non-Members shall not be in Department facilities unless accompanied by a Member or have obtained special permission from the Administration.



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SECTION:	9-4: TELEPHONE PROCEDURE	DATE ISSUED OR REVISED:	01-NOV-2004
PURPOSE:	<i>To establish a policy and procedure for the use of telephones within Department facilities</i>		

9-4.0 TELEPHONE PROCEDURE

- 9-4.1 Telephones are for the shared use of all personnel.
- 9-4.2 Members are restricted to no longer than five (5) minute conversations.
 - 9-4.2.1 This is necessary as these telephones are used for the routine operations of the EMS including scheduling.
 - 9-4.2.2 Monopolization of the telephone lines for personal calls interferes with the ability of members to reach headquarters and may disrupt general operations.
- 9-4.3 A pay phone is available for personal conversations. It is located in the hallway near the Department office.
- 9-4.4 Telephones should be answered “Stratford EMS, ____ <insert your last name> speaking”.
- 9-4.5 Members shall be aware of Town policies regarding electronic monitoring in effect
 - 9-4.5.1 The town reserves the right to monitor and/or record all electronic transmissions, including but not limited to phone calls on town-owned phone lines.