

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines- Use of Facilities</i>	SOG #101-026
		Initiated: July 2021
Approved: Chief Christopher J. Reynolds	Revised: September 2023	

Description: The intention of the guideline is to provide guidance on our approach to establishing safe working conditions and usage of any LPEMS facility or facility used by LPEMS.

Definitions: EMS Stations are designed and intended for the sole purpose of housing Emergency Medical Service Personnel and Administrative Staff and their applicable equipment to allow the fastest response possible to the community. EMS Stations while Safe Buildings are not intended for public use unless specific areas, like Community Rooms, are indicated as such. While conducting station tours to any visitor, group or Citizen Observer, precautions for safety must be taken. Tours shall be limited to public areas, i.e., Apparatus Bay, Day Room, Dining Room, and associated corridors. Restricted areas are Member Restrooms/Shower and Bunk Rooms.

Purpose: LPEMS strives to maintain stations that are constantly in an acceptable state and ready for units to be placed into service. For this guideline LPEMS facilities are any facility owned by LPEMS, Rented by LPEMS, Operated by LPEMS, or temporarily used by LPEMS for the purpose of providing emergency services in accordance with our mission and values.

Policy:

1. Personal vehicles and/or equipment shall not be serviced at an LPEMS facility.
 - a. Anyone wishing to conduct any vehicle maintenance other than cleaning must obtain permission from the OIC.
 - b. Vehicle cleaning and washing is exempt from this procedure provided the following criteria is met.
 - i. All station chores have been completed.
 - ii. LPEMS 1st out Unit is washed and deconned.
 - iii. The ambulance moved is the 3rd out unit and is either running outside or moved backward and plugged in to shoreline.
2. No Personal vehicles shall be parked inside an LPEMS facility.
 - a. During snow events crews may park inside provided prior approval is granted from the Chief or Director.
 - b. No Motorcycles or bicycles shall be parked inside any LPEMS facility.
3. Any issue noticed with an LPEMS facility shall be documented with the LPEMS Station Maintenance form on LPEMS Website- Member Section.
4. Facilities shall be kept cleaned and organized.