

Rules and Regulations for the Harlan E. Doak Public Safety Building

EMS Area

1. All personnel shall conduct themselves in an orderly and respectable manner and behave in a way to bring credit to the department
2. Personnel shall treat others with respect and refrain from the use of abusive, derogatory or foul language in both the station and public view.
3. Personnel shall treat all department and personal property in such a manner to avoid damage and prevent loss, theft or destruction.
4. All personnel shall make reasonable efforts to maintain security in the EMS area at all times.
5. Radios, TVs, etc. are to be kept at a noise level that does not disturb any other departments or persons in the building.
6. All on duty personnel are required to clean up after themselves and complete daily chores in a timely manner. This includes, but is not limited to, throwing away trash, washing dishes, cleaning the kitchen and bathrooms.
7. Non FMH-EMS employee's visitor rules:
 1. All Non-FMH-EMS personnel are to be cleared of the EMS area by 9:00 p.m. except visitors conducting EMS business, who may remain in the area to complete the business at hand.
 2. Visitors shall not displace other shift personnel from their areas.
 3. All visitors are to be accompanied by an FMH-EMS employee at all times.
 4. Visitors are prohibited from entering bunkrooms.
 5. Visits are limited to 1 hour in duration during business hours.
 6. Supervisor may modify the visitor rules on special occasions i.e. Christmas, etc.
 7. The rights and privacy of other shift personnel shall be taken into consideration at all times visitors are present in the station.
8. All off duty personnel on the premises will abide by the Rules and Regulations
9. Any violation of rules observed by Town Officials shall be addressed to the EMS Office manager or the EMS Supervisor and the incident will be handled accordingly.
10. EMS Supervisor and Office Manager will monitor and enforce the Rules and Regulations
11. Ambulance personnel should remain in designated ambulance areas.
12. Only on duty personnel are allowed to use the living quarters and day room
13. All off duty personnel must vacate living quarters and day room as soon as their shift is completed
14. A duty roster must be posted at all times indicating personnel on duty and which area of the living quarters they have been assigned
15. No smoking, drugs or alcohol will be allowed in the building
16. All hallways and doorways will be kept free of debris. All personnel articles are to be stored in their proper place. Example: backpacks, luggage, laundry, trash
17. Supervisors must do a walk through inspection after each shift and/or call out for all departments and will be held responsible for any violations that are left overlooked, passed by or not attended to immediately.
18. No animals will be allowed in the building except for those providing a professional service or aiding in the handicap.

Apparatus Building/Parking Lot

- No personal vehicles allowed in apparatus area.
- Oil pans must be kept under any vehicle that leaks.
- All floors are to be kept clean at all times.
- No sweeping or dirt/trash onto parking lot or into trench drains
- No skate boarding, riding bikes or playing in general on parking area or access area
- If a vehicle is washed, all dirt and debris must be swept up and put in the proper container (not thrown in ditch beside the building)
- No signs, posters or fixtures will be hung in the Harlan E. Doak Public Safety Building without written permission from the Board of Selectmen.
- All lighting is to be turned off when not in use.
- All equipment must be stored in a neat and orderly manner
- Volunteers must be informed on where to park and why
- No one will be allowed on access ramp for police, fire and EMS vehicles. If any problems arise the vehicles will be towed immediately on the first offense (No warnings, no second chances)
- Personal vehicles of the fire, EMS, and police are not to be inside the building.
- Emergency vehicles should be started and moved to the outside of the building onto the ramp to warm up
- Any activities other than what is considered normal work activities are not allowed without written permission by the Town Manager. Example: School visits, Open house, parties, meetings.

Parking

- Employees are to park only in designated parking area when on duty
- No private vehicles will be allowed in parking lot when not on duty
- No private vehicles in the apparatus building at any time for any reason
- All vehicles must be moved when snow is being plowed/removed during the winter months
- Visitors are to park in the back of the building or in designated parking areas
- The Police Department is to be called for any vehicle parked in front on the apparatus building
- No maintenance is to be performed on any private vehicles in the parking area or in the apparatus building.

The Town of Rangeley Board of Selectmen adopted these rules and regulations on February 3, 2004 at the regular Board of Selectmen's meeting.



Mark Beauregard, Chairman
Board of Selectmen