

Eastern Shore Regional Fire Training Center Classroom Policy

1. Alcohol, illegal substances and/or mind altering substances as well as persons impaired by alcohol, illegal substances and/or mind altering substances are prohibited throughout this facility.
2. Scheduling of this building shall be done by the Fire Training Center Committee Chairperson.
3. Maximum occupancy shall not exceed 70 persons as per occupancy permit posted by Accomack County Department of Building and Zoning Affairs.
4. Access to the East exit shall not be obstructed or its view blocked for any reason or purpose.
5. Equipment shall not be removed from the building without expressed written permission from the Fire Training Center Committee.
6. This is a non-smoking building. An outside smoker's butt can is provided. All smoking activities shall remain at least 25 feet from any open window and/or door. Field day after each day of use shall be conducted by user smokers.
7. The user shall be responsible for all damages to facilities and equipment beyond ordinary wear and tear.
8. The instructor/presenter shall maintain an orderly classroom. The instructor/presenter has the authority to remove persons from the classroom who disrupts the classroom and/or fails to follow rules and/or instructions.
9. The chief operational officer or his/her designee and their sponsoring organization, shall be accountable for the behavior and/or actions of his/her personnel. Failure of the chief operational officer or his/her designee and their sponsoring organization to maintain control and discipline of his/her personnel may result in loss of use privileges for the individual's and/or the chief operational officer or his/her designee and their sponsoring organization.
10. Radios, pagers and cell phones shall be off or in the silent/vibrate mode only unless otherwise instructed by the instructor/presenter.
11. The Eastern Shore Regional Fire Training Center Committee, The Accomack County Fire Commission, The Counties of Accomack and Northampton, The Virginia Department of Fire Programs and the Commonwealth of Virginia are not responsible for safe food handling practices. It is the responsibility of the user to insure that food services provided are in accordance with approved safe food handling practices.
12. The user shall ensure that damages or equipment failures are reported to the Fire Training Center Committee Chairperson immediately.
13. The instructor/presenter is responsible to prepare his/her classroom as necessary for his/her presentation.
14. The user shall ensure field day is conducted at the conclusion of each day of use. Field day shall include but is not limited to:
 - Pick up and remove all trash to community dumpsters in the area.
 - Close all windows and lock all doors.
 - Set HVAC at 70 degrees summer and 55 degrees winter.
 - Confirm that the smoker's can has been extinguished.
 - Sweep and mop all floors. Clean as required all bathroom fixtures and showers.
 - Upon dismissal, this facility shall be in equal to or in better condition than it was found.
 - There shall be no storage in the central hallway at anytime.
 - Ensure that the user log is completed for the purpose of documented volume of use.
15. In the event of an accident in this facility it shall be the responsibility of the facility representative to complete the Accomack County accident notifications, reporting procedures and forms. All other accident reports shall be the responsibility of the user. This includes, but is not limited to, Organizational, EMS, Commonwealth of Virginia and The Virginia Occupational Safety and Health Administration reports and notifications.
16. The facility representative shall secure the building/facility upon completion of programs. The facility representative shall return all keys to the KNOX BOX.

17. The Eastern Shore Regional Fire Training Center Committee, The Accomack County Fire Commission, The Counties of Accomack and Northampton, The Virginia Department of Fire Programs and the Commonwealth of Virginia shall not be responsible for damages, injuries and lost property as stated in the memorandum of understanding between the Accomack County Fire Commission and The Accomack County Board of Supervisors. It shall be the users responsible to provide all insurance requirements necessary including self insurance were applicable, for operations at this facility.
18. Updates, compliance and enforcement of this policy shall be the responsibility of the Fire Training Center Committee. Approvals and/or appeals of this policy shall be the responsibility of the Accomack County Fire Commission first level and the Accomack County Board of Supervisors for the second and final disposition.

Updated October 2010