

**POLICY - 4.3.1 - CONDUCT WHILE ON PREMISES**  
**SCOPE - ALL PERSONNEL**

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All personnel who are on the premises of District owned property shall comply with the following:

1. Behave in a manner which is consistent with the goals and objectives of a fire department.
  - A. Be prepared to respond to an alarm.
  - B. Keep all emergency response areas clear of any projects.
  - C. Do not allow any damage to occur to District property.
  - D. Maintain a high level of safety while on the premises.
2. Share the premises with others wishing to use the same facility.
3. Control the behavior and activity of guests.
  - A. Do not permit guests or children to handle or use emergency equipment or apparatus.
  - B. Do not permit guests or children to be unattended in any part of the facility (restrooms are an exception).
  - C. Encourage guests and children to use the facility with respect to the fact that the property belongs to the District.
  - D. Do not permit children to stand on or sit in apparatus unattended.
  - E. Do not permit children to run or play in areas not designated for such use.
  - F. Be sure that either you or your guest pays for any refreshment consumed.
  - G. Be sure that your guest and children treat recreational equipment in the manner for which it was designed.
  - H. You are responsible for the safety of your guest and children; predetermine what will occur if there is an alarm.
4. Be responsible for picking up after yourself.
5. Alcoholic beverages or illicit drugs are strictly prohibited on the premises.
6. Use of any tobacco products inside any building is strictly prohibited.
7. Keep noise to the lowest appropriate level, being sensitive to the needs of others.
8. Treat all patrons of the District, who may enter the facility on business,

with respect and assist them in meeting their needs.

9. Be sure to turn off lights and appliances (coffee maker) and lock appropriate doors as you leave.