



# DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> 700.07	
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Originating From	Issue Date	Revision Date	Attachments
<b>Training</b>	<b>3/11/2008</b>	<b>N/A</b>	<b>N/A</b>

**SUBJECT: James N. Robey Public Safety Training Center**  
**APPLICABILITY: All Personnel**

## **POLICY:**

The James N. Robey Public Safety Training Center (PSTC) is a training facility jointly operated by the Howard County Department of Fire and Rescue Services (DFRS) and the Howard County Police Department.

It is the intent of the Training Section to make this facility accessible to all members of DFRS, but at the same time provide some direction for its use. This order will define the use of the facility as it pertains to DFRS personnel.

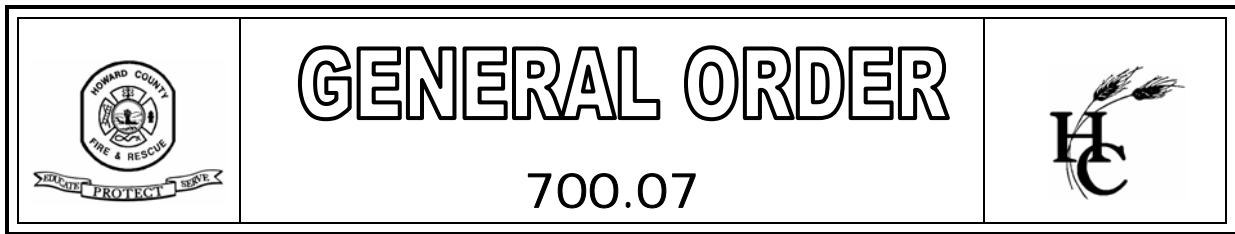
### **1 HOURS OF OPERATION**

- 1.1 The hours of operation for the PSTC will be from 0700 to 1700 Monday through Friday. It is understood that classes and meetings often occur during the evening hours and occasionally on weekends. A representative from the Training Section will be available at the PSTC for classes or meetings scheduled outside of the hours of operation.
- 1.2 Requests for training that may occur outside of the hours of operation may be requested in writing at least two weeks prior to the date of the training.

### **2 ACCESS TO THE PSTC**

- 2.1 All heavy vehicles (engines, towers, squads, etc.) shall enter the PSTC off the Frederick Road side of Sand Hill Road.
- 2.2 Lighter vehicles, such as staff vehicles and utilities may enter from the Old Frederick Road side of Sand Hill Road, but should utilize Frederick Road whenever possible.

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### 3 SCHEDULING OF CLASSROOMS

- 3.1 Classrooms may be scheduled for training, meetings, or other events as space permits. To schedule a classroom, contact the Training Section's Administrative Support Technician at 410-313-1361.
- 3.2 The Training Section reserves the right to change the reservation of requested classrooms as the needs change within the facility.

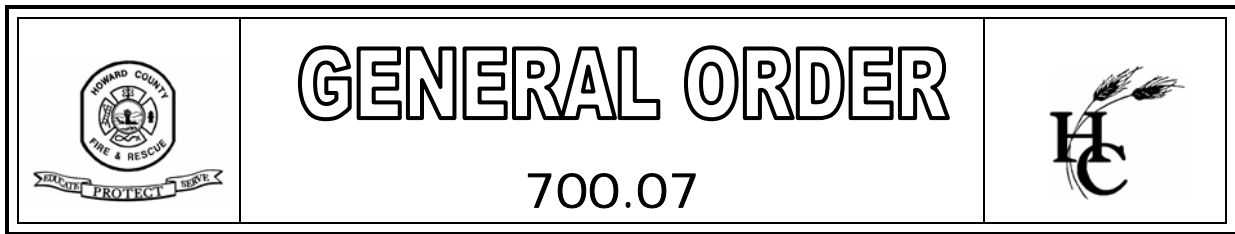
### 4 CLASSROOMS

- 4.1 Each classroom is equipped with state-of-the-art technology. Those planning to teach at the facility should familiarize themselves with the technology prior to their scheduled program.
- 4.2 In order to maintain security of the County's information systems, instructors are not permitted to connect laptop computers not issued by the County to the network. Those presenting information via the technology in the classrooms may do so through the use of CDs, DVDs, flash drives, etc.
- 4.3 Due to the electrical and network connections built into the tables, classrooms may not be re-configured.
- 4.4 Eating and drinking in the classrooms may be permitted at the discretion of the instructor.

### 5 CONFERENCE ROOM

- 5.1 The conference room is available for classes, seminars, meetings, etc. where the anticipated attendance exceeds the capacity of the classrooms.
- 5.2 The conference room can be used as one large room, or can be split into two smaller conference rooms.
- 5.3 The conference room will normally be configured as one large conference area, consisting of approximately 200 chairs and no tables.
- 5.4 It will be the responsibility of the sponsoring DFRS section or other agency to determine the configuration necessary and set up the room accordingly. Training Section personnel may assist when available. The room will be returned to its original configuration upon completion of the scheduled program by the sponsoring section or agency.

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## 6 CATERING AT THE PSTC

- 6.1 The catering of events at the PSTC is the responsibility of the sponsoring DFRS section or other agency. The sponsor will also be responsible for any preparatory arrangements required by the caterer and clean up the area upon completion of the event. The Training Section may assist with catering needs as personnel are available.

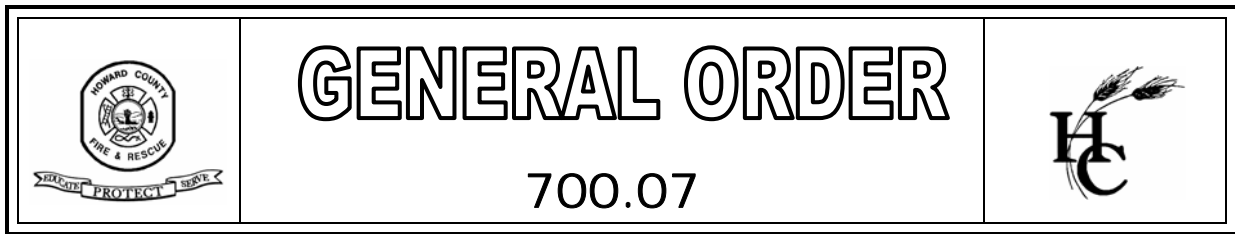
## 7 WEIGHT ROOM

- 7.1 The weight room at the PSTC will be available for use by all DFRS personnel, both career and volunteer. Personnel wishing to use the weight room must have participated in the orientation program provided by the Health and Safety Office. Those who are not on the list as provided by the Health and Safety Office will not be permitted to use the weigh room.
- 7.2 **Training programs at the PSTC that require the use of the weight room will have priority.** Personnel not involved in those programs may be asked to leave the room or alter their routine accordingly.
- 7.3 Those using the weight room must sign in and out on the appropriate logs provided.
- 7.4 Those wishing to use the weight room should call ahead to determine its availability. Failure to do so may result in arriving at the PSTC, only to discover the weight room is unavailable.
- 7.5 Upon arrival at the PSTC, personnel must report to the Training Section's administrative offices and advise them of their intent to use the weight room.
- 7.6 The hours of use for the weight room will generally be 0700-0800, 1200-1300, and 1600-1800. These hours may be altered, depending on the availability of the weight room and a Training Section representative being present in the PSTC.
- 7.7 During evenings and weekends, personnel in the weight room must exit the PSTC before the Training Section representative secures the building.

## 8 OFFICE AREAS

- 8.1 Limited access will be provided to the office area. Those wishing to access the office area should do so only with the intent to conduct business with those who work in the area.
- 8.2 Access to the office area will not be permitted after normal business hours.

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## 9 REST ROOMS

- 9.1 Rest rooms are provided in the lobby area and in the student locker rooms. Access to the instructor locker rooms is not permitted.

## 10 CAFETERIA

- 10.1 The cafeteria is for use by students attending programs at the PSTC. They are permitted to use all of the appliances that reside in the room.
- 10.2 The students shall insure that the area remains clean.



## 11 GENERAL CONDUCT

- 11.1 All attendees and visitors to the PSTC should remember that the facility is located a short distance from a residential area. Noise and any other activities that may distract the neighbors shall be avoided whenever possible.
- 11.2 It is anticipated that the PSTC will be occupied frequently with numerous classes being held simultaneously. All who enter the building should do so under the assumption that classes are in session and noise or other distractions should be kept to a minimum.

## 12 SMOKING

- 12.1 Smoking is prohibited in any building at the PSTC in accordance with the current Howard County code, the Employee Manual, and the DFRS General Order, *Tobacco Products-Personal Health*. Smoking areas must be a minimum of 15 feet from public entrances, and will be provided on the Bravo and Charlie sides of the administration and classroom building.

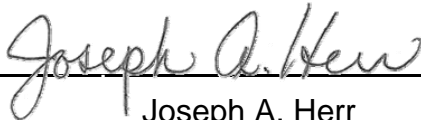
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### 13 CONCLUSION

- 13.1 The James N. Robey Public Safety Training Center is a facility for which all members of DFRS should be proud.
  
- 13.2 It is the responsibility of each and every person who visits the facility to maintain it and insure that it remains a useful facility for us and others for many years to come.

Approved:

  
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Joseph A. Herr  
Fire Chief