



Wildland Fire Training & Conference Center  
3237 Peacekeeper Way, BLDG 200  
McClellan, CA 95652  
(916) 640-1000 Fax (916) 640-1191  
[r5\\_fire\\_wftc\\_mcclellan@fs.fed.us](mailto:r5_fire_wftc_mcclellan@fs.fed.us)

## **Wildland Fire Training and Conference Center, (WFTC) Use Policies, Rules and Expectations**

We are extremely proud of the WFTC and desire to maintain the present “new” condition of our facilities for as long as we are here. Forest Service leaders at all levels strongly support Fire Management’s goal to provide a state-of-the-art facility, capable of meeting today’s demand for quality, professional training. In order to fully realize this goal a few common sense policies and rules must be in place to consistently guide our use. Your compliance will help us maintain our high training standards and the quality of our facilities for many years to come.

### **1.0 General Rules:**

- 1.1 No alcohol, illegal drugs, or weapons of any kind are permitted in government facilities. This includes parking lots, dormitories, training facilities, adjacent lawns or other owned or leased facilities.
- 1.2 The use of any tobacco products, (smoking, chewing or snuff tobacco) in government facilities or vehicles is forbidden. Dispose of tobacco in the proper receptacles outside the building. Parking lots, flowerbeds, drinking fountains and the like are not appropriate receptacles.
- 1.3 Conduct or behavior reflecting adversely on the Forest Service will not be tolerated. Sexual, racial or other forms of harassment, public intoxication, abusive behavior, including physical or verbal abuse or acts of violence against another, are prohibited.
- 1.4 Unprofessional behavior including horseplay, being disrespectful to instructors, staff, counterparts or the public will not be tolerated. Property damaged as a result of unprofessional behavior will be billed to the offender(s).
- 1.5 Out of respect for the instructor and maintaining professional appearance, there will be no hats worn in the facility.

## 2.0 Training Facility and Classroom Use Policies

- 2.1 Instructors and/or meeting/conference coordinators will ensure participants are aware of WFTC policies and expectations. These can be provided in written form in advance with a brief review at the beginning of each class or meeting. If schedules permit, the lead instructor or meeting/conference coordinator may request that a WFTC employee open the class.
- 2.2 It is important to remember that a variety of courses and meetings are scheduled daily. Occupancy can easily exceed 1,000 on any given day. Hallway discussions and related noise from large groups can be distracting to others. Instructors and group leaders will ensure that participants take breaks outside. During inclement weather breaks can be taken in the cafeteria. Please discourage hallway discussions and gatherings. Adhering to these rules will also help us to reduce facility maintenance costs.
- 2.3 As stated in the opening remarks we are very proud of our facility and desire to maintain the “new” condition. We’ve found that certain footwear, specifically “logger” type boots and some “lugged” soled shoes tend to leave black marks on flooring, walls, doors, etc. For this reason WFTC management requests users wear casual, smooth-soled or otherwise lightly-treaded footwear whenever possible. We strongly support wearing the uniform with the approved footwear. There will be times, as when students participate in field exercises and then must immediately return to the classroom, when wearing boots will be necessary. However, whenever possible we ask that casual nonlug soled shoes be worn.
- 2.4 Students and other users of the WFTC are asked to keep pagers and cell phones in the off or vibrate position while in classrooms. Pager and cell phone ringing can be annoying and disruptive.
- 2.5 Food and drink is allowed in all classrooms with the exception of the computer simulation rooms. Should spills occur, or should a group fail to clean up their refuse such that additional janitorial services are required, the cost of such service will be charged to the hosting unit or function. Purchase of coffee, juices and breakfast rolls, donuts and the like may be arranged through local vendors. WFTC staff can provide contacts for these services. Ensure you are well informed on Agency policy concerning government procurement of such items.
- 2.6 While here at the WFTC, please refrain from leaning against painted surfaces. Belts, pagers, cell phones, knife cases and the like leave marks that require touch-up painting. Please help us reduce these unnecessary costs.
- 2.7 Report all facility maintenance needs or equipment malfunctions to the WFTC Facility Manager, (640-1045) immediately. This and other key contacts will be provided when your reservation is confirmed.

- 2.8 Hallway walls are not to be used for training or conference displays. If posters or other displays are required, arrange for poster display rooms adjacent to assigned rooms, or bring free-standing display mounts. These types of needs should be arranged at the time reservations are made.

### **3.0 Dormitory Policy and Rules:**

- 3.1 Dormitory rooms must be kept clean and tidy. Beds should be made daily. Floors should be free of personal items, trash removed daily, and bathrooms kept clean. Facility maintenance persons may require access to rooms for maintenance or repair purposes. Access to accomplish repairs, should not be delayed due to poor housekeeping.
- 3.2 Dormitory rooms and common areas will be inspected as required to ensure health and safety regulations are not compromised.
- 3.3 Only authorized personnel will stay in the dormitories. Arrangements must be made in advance and approved by the Apprentice Training Program Manager or WFTC Training Center Manager.
- 3.4 Co-habitation is forbidden. Students and/or others occupying the dormitories will be out of the rooms of the opposite gender by 2130 hours.
- 3.5 Quiet time in the dormitories will be observed from 2200 to 0600 hours daily.
- 3.6 Laundry facilities are provided in each dormitory building. Please clean lint traps after each use. Please pick-up after yourself.
- 3.7 TV rooms are provided for your relaxation and enjoyment. Please keep this common area picked-up and clean. Be courteous and democratic when viewing television.
- 3.8 Forest Service policy prohibits the display and possession of pornographic or otherwise sexually suggestive material in agency owned or leased facilities including vehicles. No pornographic magazines, pictures, books, videos or DVD's are allowed in the WFTC dormitories or any other Agency facility. Open display of pin-ups, posters, or other depictions of nude or scantily or suggestively-clad persons on Forest Service owned or leased premises will be deemed a violation of Agency policy.
- 3.9 Please help us maintain the highest quality living and working conditions. Pick-up refuse in the buildings or parking lots, don't walk by it. Immediately report any repairs or service needs to your training coordinator or directly to the Facility Manager.