



VERNON

EMERGENCY MEDICAL SERVICES

Station 1

164 Breakneck Road
Highland Lakes, NJ 07422

Station 2

3 Baldwin Drive
Vernon, NJ 07462

Station 3

1 Drew Mountain Road
Sussex, NJ 07461

Effective Date: March 31 st , 2025	
Subject: Training Center Usage	
Last Revised: 03/2025	Last Reviewed: 03/2025
Issued By: Chief Kevin Duffy	

I. PURPOSE

The purpose of this policy is to outline the conditions under which outside instructors may utilize the Vernon Emergency Medical Services (VEMS) Training Center and its resources. This policy is designed to promote educational outreach, encourage collaborative training opportunities, and ensure proper use of the facility and equipment.

II. SCOPE

This policy applies to all outside instructors—defined as individuals not affiliated with VEMS—who wish to use the training center to conduct educational programs for the public, private groups, agencies, or individuals.

III. POLICY STATEMENT

VEMS welcomes outside instructors to utilize its Training Center to conduct approved classes and trainings. Instructors are granted access to a variety of resources provided they adhere strictly to all usage guidelines. Failure to comply will result in immediate and permanent loss of facility privileges.

IV. TRAINING CENTER USAGE GUIDELINES

Section 1: Access and Availability

- Outside instructors may use the following resources:
 - Training room
 - Audio/Visual equipment (TV, projector, speaker, microphone)
 - Podium
 - CPR manikins

- AED trainers
- Instructors may use the space to train any audience of their choosing, including members of their agency, families, friends, or the general public.

Section 2: Requirements for Use

- All outside instructors must communicate with the VEMS Training Coordinator to ensure the class is listed on the VEMS in-house Training & Course Management (TCM) system.
- Instructors must allow two (2) VEMS members to attend the class at no cost.
- All equipment must be cleaned, sanitized (if applicable), and properly returned to its original location at the conclusion of the class.
- The training room must be left in the same condition it was found.

Section 3: Zero Tolerance Policy

- VEMS maintains a One Strike Policy. Any instructor found in violation of this policy will be immediately prohibited from any future use of the Training Center.
- Violations include, but are not limited to:
 - Misuse or damage of equipment
 - Failure to communicate with the Training Coordinator
 - Failure to allow VEMS member participation
 - Leaving the facility in poor or unsafe condition