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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number**I103**  |  |
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|  | Subject:**Station Visitors** | Effective Date:**April 1, 2015** |  Total Pages:**2** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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**PURPOSE**

To allow for visitation to the fire stations by members of the public while maintaining controls that allow for minimal disruption to station operations.

**II. SCOPE**

This policy applies to any individuals wishing to visit stations or any employees wishing to have visitors in the station.

**III. POLICY**

It is the policy of the Blue Ridge Fire District to recognize visitors’ desires to view apparatus and quarters and to allow for such visits as long as there is minimal interruption to emergency response.

**IV. GUIDELINES**

A. Visitors shall be allowed in the station, but shall be escorted by an employee after the visitor has identified the purpose of the visit and approval has been granted by the station officer. The shift officer (or his/her designated representative) shall be responsible for appointing members for conducting station tours or otherwise escorting visitors.

B. Under normal circumstances, the following persons shall not be restricted from quarters:

1. Family members of an employee on duty at the station

2. Vendors/suppliers making deliveries or performing services

3. Public employees entering in connection with their duties

4. Children who wish to tour quarters (shall be accompanied by an adult)

5. Scouts who may be working toward special badges

6. Any other individual or group seeking information or training regarding fire/emergency medical services

 7. Board members can visit the station anytime of the day.

C. No visitors shall be allowed in the stations after 2100 hours without the approval of the station officer. Beds and bunkrooms are off limits to non-District personnel unless prior approval is obtained from the Fire Chief.

D. Employees are responsible for the conduct of their visitors or guests at all times while on District property. Guests should not interfere with work duties.

E. Officers may restrict visitation if it is deemed to be in the best interest of the District.

F. Visitors shall not don PPE without the assistance of the BRFD member conducting the tour. Due to weight concerns, children under the age of 5 shall not be allowed to wear the structural protective helmet.

G. Visitors will not be allowed to ride in a District vehicle unless a release of liability waiver is completed and approval is granted by the station officer or Fire Chief. Minors shall be accompanied by a parent or guardian at all times while a vehicle is in motion.