

Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 Administration
Section: 104 Rules and Regulations
Subject: 104.04 Station Use and Function



Supersedes: N/A

Approved By: 

Date: 02/25/2013

Date Last Reviewed: N/A

Page: 1 of 1

PURPOSE:

To define the District's standard uses and functions of the station

RESPONSIBILITY:

All District Personnel

PROCEDURES:

The foremost function of the fire station is to house District personnel, apparatus and equipment to facilitate the quickest possible response to an emergency. Albeit funded with public tax money, the station is not intended for public use unless that use is approved by a Chief Officer.

Tours

While conducting scheduled tours with public groups, precautions must be taken to maximize the safety of District guests. Tour guests shall be limited to appropriate areas of the station, such as the apparatus bays, day room, dining room, training area and associated corridors. Guests shall not be allowed in restricted areas such as the Employee restroom/showers, sleeping quarters or the maintenance room.

Parking

At no time are vehicles to be parked in front of the station, with the exception of a legally parked vehicle in the handicapped parking spot. Vehicles should be parked on the (south) side of the station or the (west) rear of the station, so as to not block the path of in-service apparatus. In the event guests are expected to visit, District members shall park in the rear and allow guests to park along the side of the station. At no time should vehicles be parked or driven on the grass as doing so may damage the station's septic system.

With officer approval, personal vehicles may be parked in the rear apparatus bays of the fire station for short durations of time to perform maintenance on them. When parked in the bays, the bay doors should remain closed so as not to be readily visible to the general public. Vehicles are not to remain in the bays overnight, with the exception of bicycles or motorcycles that are used as transportation to or from the station. These bicycles and motorcycles must be parked out of the way, and are parked at the owner's risk.