

Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 Administration
Section: 107 Public Relations
Subject: 107.02 Fire Station Tours - Individual



Supersedes: N/A

Approved By: 

Date: 03/18/2013

Date Last Reviewed: N/A

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PURPOSE:

To define the uniform requirements and expectations of public tours of the station

RESPONSIBILITY:

All District Personnel

PROCEDURES:

Tours and safety talks are an important public relations tool and a great way to get our safety message to the citizens we serve. Groups (five [5] or more) wishing to schedule a tour of the station shall be put in contact with the Public Relations officer and when possible, direct interested parties to the "contact us" tab of the District website.

Should the occasion arise when a few (four [4] or less) individuals arrive and would like to have a quick tour of the station the following guidelines shall be observed:

1. Immediately notify the Public Relations Officer.
2. For general safety, no building tours shall be conducted when a member is alone at the station. Access to the building shall be limited to the day room.
3. All personnel at the station shall be notified of the tour group and assist if needed.
4. At no time should guests be unaccompanied in the building.
5. Unscheduled tours shall consist of a building tour and truck tour only. If possible, helmets, stickers and coloring books should be made available to children.
6. Access to the bunk room, office areas and back maintenance room shall not be permitted to guests.

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7. Notify the Public Relations Officer when the guests have left the building.

Upon conclusion of the tour, the tour officer shall complete a Station Tour Summary Report – Individual (form 88-107.02-01) and submit it to the Public Relations Officer.