

Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 **Administration**
Section: 107 **Public Relations**
Subject: 107.03 **Fire Station Tours - Group**



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.

All district members will be notified when a tour is scheduled and members wishing to take part in conducting the tour shall reply to the notification. It will be the responsibility of the Public Relations officer to assign personnel to the tour group and ensure adequate levels of staffing at the station during the scheduled tour times.

The following guidelines shall be observed during the course of the tour:

1. There will be a minimum of one (1) officer present
2. There will be a minimum of one (1) firefighter present for every five (5) guests at the station
3. All district personnel at the station during the scheduled tour shall be in the following minimum uniform:
 - Firefighters shall be in a duty uniform with a district polo
 - Officers shall be in a Class B uniform
4. At no time should guests be unaccompanied in the building.

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5. Age appropriate activities, presentations or demonstrations shall be conducted as requested by the tour organizer, given the availability of materials and may include:
 - Helmets, coloring books and stickers
 - PW house fire prop
 - Fire safety talk
 - PPE & SCBA
 - Truck tours & mock call response
 - Extrication

6. Access to the bunk room, office areas and back maintenance room shall not be permitted to guests.

Upon conclusion of the tour, the tour officer shall complete a Station Tour Summary Report – Group (form 88-107.03-01) and submit it to the Public Relations Officer.