

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-49
SECTION: Operations Division
DATE: October 22, 2008
SUPERSEDES: NEW
TITLE: Fire Station Use and Function

PURPOSE

The purpose of this procedure is to outline the Stanislaus Consolidated Fire Districts approach to establishing safe working conditions and standards for District Fire Stations and Staff while interacting with the public at these facilities.

DEFINITION

Fire Stations are designed and intended for the sole purpose of housing Stanislaus Consolidated Fire Field Personnel (Fire Fighters) and their applicable equipment to allow the fastest response to customers within the designated response areas. Although Fire Stations are funded with public tax money and assessments, they are not intended for public use unless specific spaces are indicated as such.

Station Visits / Tours: While conducting station tours to any visitor or group, precautions for safety must be taken. Tours shall be limited to public areas, i.e., apparatus bay, day room, dining room, and office area. Tours shall normally be restricted and "Off Limits" to the following areas, kitchen, laundry rooms, weight rooms, employee restrooms/showers, and dorm room sleeping areas. Advanced notice and time of day may allow some restricted areas of a station to be available for viewing by a tour. Management will have the final discretion regarding tours.

PROCEDURE

Due to security, safety and liability issues, station staff should limit their interaction with the public in the areas mentioned above. In the event that a civilian or public group requests a tour of the facility, all visitors must have a station staff member present at all times and the tour should be limited to a basic overview of station activities.

Formal Station Tours

Formal station tours should be scheduled in advance and coordinated through SCFPD Headquarters Office. Groups should be limited to manageable size and shall be scheduled during business hours only from 0800-1130 and 1300-1700. In the event that an emergency response occurs during the station tour, the tour shall be terminated immediately and all persons shall be asked to reschedule through SCFPD Headquarters Office. At no time shall visitors be

left alone in SCFPD stations while awaiting the return of station personnel from an emergency incident. In the event that station personnel must leave, all exit and apparatus doors shall be closed and locked before your departure.

Prior to any station tour all personal items shall be put away and secured. All designated tour areas shall be cleaned and prepared for the visiting persons. Any and all non-appropriate reading material, pictures, e-mail printings and/or objects shall be removed immediately from the premises. All station personnel involved in the station tour shall wear the appropriate uniform shirt while conducting the station tour.

Station door combinations and/or key locations

At no time shall SCFPD door combinations and/or key locations be disclosed to any non-district personnel. Any outside contractors or vendors shall go through SCFPD headquarters office for entrance when station personnel are not available to assist them with entry.

Voting/Polling Places

At various scheduled times throughout the year SCFPD Fire Stations will be utilized as designated polling stations. In the event this occurs, all emergency equipment will be removed from the apparatus bays and placed outside, except for stations with designated social halls. Apparatus room floors shall be cleaned and free of any water and oil that may create slipping hazards. In the event that voting takes place during the winter months, engine room doors shall be kept closed and apparatus room heaters shall be activated to warm the area. Voting personnel shall have access to station restrooms as well as portable station tables and chairs at all times during the event. At no time should voting stations be assembled within SCFPD dayroom areas, living areas, and/or upstairs training areas.

All emergency vehicles shall be kept clear from designated voter parking areas and remain available for response at all times.

Elevated Security Levels

During times of elevated security levels declared by national, state, and/or local law enforcement agencies. No station tours shall be permitted, and the facility may be required to be in the "lock down" mode for district personnel only. Emergency responses shall continue to be answered unless otherwise directed by the District Fire Chief. The District will coordinate field response efforts with law enforcement when the situation necessitates.

Written By: Battalion Chief Mike Wapnowski

Approved By: _____

Date: November 25, 2008