


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: General	S.O.P: 103.11
	SUBJECT: Fire Station Use & Function	PAGE: 1 of 1
Approved By:	Effective Date: December 1, 2012	
	Revision Date:	

Purpose:

The purpose of this procedure is to outline the Shelbyville Fire Department's approach to establishing working conditions and standards for Fire Stations and Staff interaction with the public at these facilities.

Definition

Fire Stations are designed and intended for the sole purpose of housing Fire Department Field Personnel (Fire Fighters) and their applicable equipment to allow the fastest response possible to customers within their specific response area. Although Fire Stations are funded with Public Tax money, they are not intended for public use unless specific spaces are indicated as such.

Station Visits – 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 associated corridors. Restricted areas are Kitchen, Laundry, Weight Room, Employee Restrooms/Showers, and Dorm Rooms.

Procedure:

Standards provide for a “public use” area. Due to security, safety and liability issues, Station Staff should limit their interaction with the public to these areas. In the event that a civilian or public group requests a tour of the facility, all visitors must have a staff member present and the tour should be limited to a basic overview of station activities.

Formal tours should be scheduled in advance and coordinated through the Chief's office. Groups should be limited to a manageable size in the event that a tour must be terminated due to an emergency response.

During times of elevated security threat levels, no station tours should be permitted and the facility must be in a “lock-down” mode.