



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

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

## POLICY

Fire Stations are designed and intended for the sole purpose of housing Department personnel (Firefighters), staff 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 areas, like Training Classrooms, are indicated as such. Station tours showing a basic overview of station activities are encouraged.

While conducting station tours to any visitor, group or Observer, precautions for safety must be taken. The Battalion Chief and Station Captain shall be notified of all tours. Station personnel shall accompany tour groups at all times. During certain hours or with certain groups (small children), tours may be limited to public areas, i.e., Apparatus Bay, Day Room, and associated corridors. Areas such as rooftops, rappel tower, EMS supply, are restricted unless authorized by the Fire Chief.

Staff members may display and/or demonstrate the utilization of Fire Department tools or equipment such as apparatus, power tools and medical equipment as well as how to slide down a fire pole. For safety reasons civilians are prohibited from using these types of tools and/or equipment or sliding down the pole, under any circumstances.

Non-fire department personnel who wish to observe Fire and/or EMS related activities must follow the Observers policy (SOP 101.14). This application is available on the Department website and it is the observer's responsibility to complete and submit for approval.

When possible, formal tours should be scheduled in advance and coordinated through the Fire, Building & Safety Division. Tours should be scheduled at times that do not conflict with certain work and training schedules. Groups should be limited to a manageable size in the event that a tour must be terminated due to an emergency response. Tours by informal groups or individual(s) will ultimately be at the discretion of the Station Captain.

This standard provides for a 'public-use' area at Central Fire Station in the form of the Training Classroom. Due to security, safety and liability concerns, station staff should limit their interaction with the public to 'limited to public areas' as described above. Civic groups, outside agencies or other organized public groups may request the use of the Training Classroom for a meeting or event. The Division Chief – Professional Standards shall approve the scheduling and use of the Training Classroom for a public-use event. The on-duty Battalion Chief shall be notified of the public-use event. All visitors shall comply with the Fire Station Use requirements. Once the visit is approved, station personnel or a staff member (host) shall be present for the duration of the event.

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

Approved

Fire Chief

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