

HALIFAX FIRE DEPARTMENT R&R ARTICLE 6	STATION VISITORS
PAGE 1 OF 2	ISSUED: SEPTEMBER 25, 2009 REVISED: July 13, 2016 Jason Viveiros, Fire Chief

Purpose

Protect the health and safety of Employees and visitors at the Halifax Fire Station.

Maintain the security of Halifax Fire Department property and resources.

Minimize the disruption of work-related activities.

Definitions

"Visitor" includes personal visitors such as family members and friends, professional colleagues, customers and vendors

"Tours" Groups of one or more individuals wishing to view the fire station or fire apparatus

"OIC" Officer in Charge

Policy

General

All visitors will be greeted in a courteous and friendly manner

No visitors or tours will be allowed between the hours of 10:00 P.M. and 7:00 A.M

If an emergency call is received, the OIC shall ensure that all visitors or tours are out of the station or escorted to the dispatch area prior to responding.

No person other than an active member of the Halifax Fire Department shall be permitted to ride fire apparatus or vehicles, except as permitted by the Chief.

All visitors or tours must enter and exit through the main entrance and check in with the Administrative Assistant or OIC of the station.

No visitor shall be allowed in the bunkroom.

Firearms and weapons of any kind are positively prohibited at any time in fire stations, on apparatus or on Fire Department property. (This restriction does not apply to weapons carried by law enforcement officers)

Tours

Every attempt should be made to provide station tours when requested.

The OIC shall assign an appropriate number of personnel to conduct and supervise station tours.

Visitors

Employees must receive permission from the OIC of the station to have personal visitors.

Visits should be limited in frequency and duration.

Visitors must be accompanied by the employee they are visiting for the duration of their visit.

The employee being visited shall be responsible for the conduct of the visitor and shall ensure their personal safety.

No visitor shall be allowed to climb on or in the apparatus without a member of the Fire Department to escort them.