

SUBJECT: STATION TOURS
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PURPOSE

- A. To provide a means of public education and to promote positive public relations.
- B. To provide the general public with insight into the responsibilities and working routine of firefighters.
- C. To give the citizens of Reading a historical perspective of their Fire Department.
- D. To foster fire safety consciousness.

POLICY

- A. Normally, pre-arranged Fire Station tours shall be scheduled by the Assistant Fire Chief or shift supervisor.
- B. The Assistant Fire Chief shall coordinate with those officers of the affected Fire Department Unit and/or those units when scheduling Fire Station tours.
- C. Nonscheduled Fire Station tours, such as may occur when members of the general public request to view fire apparatus and equipment, shall be subject to approval of the Shift Supervisor. If at all possible, every reasonable effort should be made to honor such citizen requests.

PROCEDURE

While conducting Fire Station tours, members shall be guided by the following:

- A. Members shall always behave in a courteous, helpful and professional manner.
- B. Members shall remain with those persons on the tour and shall avoid taking them into possible areas of danger.
- C. Instructions should be given to those on the tour concerning what to do in case that the Fire Company must leave on an emergency call.

- D. Fire Station tours should cover the major points of interest, such as the following:
1. The fire apparatus
 2. The firefighting equipment.
 3. Protective clothing
 4. The firefighters daily routine and duties
 5. Training activities and facilities
 6. The fire company's living quarters
 7. Emergency response activities
- E. Station tours, time and organization, school, etc. shall be entered on the Day Log and in the occupancy section of Firehouse Software.

RESPONSIBILITY

It shall be the responsibility of all members to facilitate the public in presenting Fire Station tours whenever possible.