

# City of Belleville Fire Department

Number: 4001

**POLICY:**

It is the policy of the Belleville Fire Department that guidelines be followed when booking and conducting tours of the Fire Stations.

**Date S.O.G. Comes Into Effect:** May 9, 2017

**Date S.O.G. Revised:** May 9, 2017

**Date Committee Approved S.O.G.:** May 9, 2017

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## GUIDELINE

1:00 **Purpose:**

1:01 To ensure a consistent program is followed for all tours of the Fire Stations.

2:00 **Procedures:**

2:01 The initial request for a tour of the Fire Station shall be referred to the Officer in Charge. The Officer in Charge will record the information on the "Tour Request Form" and then co-ordinate a date and time after consulting with the Training division. Once a date and time has been determined, the Officer in Charge will notify the tour group and book it in the calendar. Also, the Officer in Charge shall enter the date and time into the outlook calendar on the computer.

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2:02 The minimum criteria that is required to accommodate a tour group is:

- Children must be 4 years of age or older
- Adequate parents/ supervisors (1 parents/supervisor to 4 kids)
- Maximum group size of 30 kids
- Minimum 30 days' notice for booking of tours.

2:03 The Officer in Charge shall discuss with the tour group liaison the following prior to the date of arrival:

- Tour duration shall be 1 to 1 ½ hours.
- Arrival time should be as close as possible to the booked tour time.
- If coming by bus, inform them where to park for safe exiting of the school bus for access into the Fire Station without blocking apparatus doors.
- Advise where the bus is to be parked during the tour.
- All personal vehicles shall be directed to park in the visitors parking of the Fire Station and that none of the apparatus doors shall be blocked.

2:04 When the tour group arrives they should assemble in one area and the Officer in charge shall introduce himself and the on duty crew taking part in the tour. The tour group should have the following explained to them:

- What they will do and see on the tour
- Rules of the Fire Station (no touching equipment, running around, etc)
- What to do in case of an emergency call (where they will assemble)
- What a pre-alert sounds like (have RTO do a test page)
- What the requirements of the parent/supervisor will be (assisting kids into and out of the fire trucks, keeping the group together, controlling the group and anything else required of them)

2:05 The Fire Station tour will be conducted in the following format:

- Officer in charge will welcome the tour group and introduce the crew.
- The kids and parent/supervisors can now be divided into groups and assigned to the on duty crew members.
- On duty crew will conduct the tour of the Fire Station, apparatus and equipment.

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- Time and weather permitting options that can be done with the tour group (set up ladder truck, use the hose to knock down pylons, etc)
- The groups can be brought together and located in one place for the next presentation.
- One on duty crew member will don full personal protective equipment along with an SCBA while another crew member explains the roll of the fire fighter and his equipment.
- The Officer in Charge will thank the tour group and will give the handout material to the kids.

2:06 There are safety issues to be aware of:

- Do not expose any member of the tour group to the inside of any apparatus that has recently been contaminated (fire or chemical) due to attending a fire scene. Even after a thorough decontamination of the inside of an apparatus it will still take a significant amount of time to off gas. A simple rule to follow is, if a smoke or chemical smell exists in the interior of an apparatus there is a likelihood it is still off gassing.
- Do not use the sirens on any apparatus.
- Do not use the air horns on any apparatus.
- Do not allow anyone to wear or touch any Personal Protective equipment.
- Do not operate any equipment that creates noise that would require hearing protection.

3:00 **Scope:**

3:01 It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that this guideline is explained and followed.

3:02 It shall be the responsibility of **all employees** to understand and adhere to this guideline.

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