


VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

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	Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		12/1/10		
Attachments:	Resources/Cross Reference:			
Purpose: To establish a procedure for visitation and access to all Vallejo Fire Department facilities.				

Procedure:

- A. Visitors are welcome at Fire Department facilities and shall be received in a polite and professional manner. Personnel should determine the nature of a visitor's business and, whenever necessary, summon the appropriate personnel.
- B. Visitors shall only be allowed inside Fire Department facilities when the facilities are occupied by Fire Department personnel.
- C. Personnel shall not permit persons who appear to be under the influence of alcohol or controlled substances to enter or remain on Fire Department property.
- D. Personnel shall encourage visitors, including family or friends, to keep visitation time to a minimum. Personnel shall make every effort to ensure that visitors do not disrupt daily activities.
- E. Personnel shall not allow visitors to engage in any activity, including the use of physical fitness equipment that might result in personal injury.
- F. Fire Department employees shall escort visitors.
 - 1. If an alarm sounds and a response is required, personnel shall escort the visitors to the nearest exit.

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2. In the case of a multi-company station, the employee shall ensure that visitors are clear from apparatus doors and apparatus.
- G. Personnel shall ensure that all children are accompanied and supervised by an adult at all times. Children are not permitted to play in and/or around apparatus and equipment.
- H. Visitors shall only be allowed in public areas. No visitors shall be allowed in the bedrooms, dormitories or locker rooms, under any circumstances, unless they are part of a scheduled tour.
- I. Visitors shall not be permitted in Fire Department facilities from 2100 to 0700 hours unless authorized by the Fire Chief as follows:
1. Current members of the Fire Department Explorer Program.
 2. Visitors who have written authorization from the Fire Chief's Office to ride along for a specified time period.