Bath Township Fire Department			Standard Operating Guideline	
Section Safety	**Referral No.** S-22	**Subject:** Fire Station Safety	**Date Issued** 3/08	**Date Revised**

Purpose:

- The purpose of this procedure is to outline the Bath Township Fire Department's approach to establishing a safe working environment in the Fire Station and for staff interaction with the public in this facility.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - All officers will ensure that any personnel will maintain a safe working environment within the fire station.
  - Personnel will also ensure that the public is properly supervised and safe while in the fire station.

Definition:

- Fire Stations are designed and intended for the sole purpose of housing Fire Department Personnel 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 spaces are indicated as such.
- Station Visits – While conducting station tours to any visitor or group, precautions for safety must be taken.
  - Tours shall be limited to public areas, i.e., Apparatus Bay, Day Room and training room. Restricted areas are Kitchen, Laundry, hose drying tower and private offices (see "Restricted Areas of the Fire Station" Guideline)

Procedure:

● Due to security, safety and liability issues, Fire Department personnel should limit their interaction with the public to these areas.
● In the event that a civilian or public group requests a tour of the facility, all visitors must have a staff member present and the tour should be limited to a basic overview of station activities.
● Formal tours should be scheduled in advance and coordinated through the fire chief or deputy chief.

○ Groups should be limited to a manageable size in the event that a tour must be terminated due to an emergency response.

Guidelines:

- Horseplay is not allowed and will not be tolerated in the fire station.
- Use of the gas grill will take place outside and not within an apparatus bay.
- Appropriate protective equipment will be worn when working on projects that require such (example: protective eyewear when grinding or cutting wood)
- Floors will be kept dry and free of debris as much as possible.
- Wet floor signs will be used if areas of the floor are wet and slippery.
- Equipment will be kept clear of walkways to decrease trip hazards.
- Appliances will be turned off prior to leaving on an emergency response unless the station will be manned in the absence of the responding crew.
- Flammable liquids will only be kept in the proper are designed for their storage.