



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Public Access Policy
Reference Number:	ADM 02-005
Effective Date:	24-Jan-05
Last Revision Date:	9-Feb-19
Signature of Approval	Curtis Sheets, Chief

Purpose:

To establish a policy for public access to the Fire and Rescue stations.

Policy:

The main entrance of each station is the public access entrance.

The station will be open to the public during the hours of 0800 to 1700 hours each day, although access is controlled.

Each station has an intercom if the public needs access to the station.

It's the responsibility of each employee to be ready at all times to assist the public with any type of need at any time of the day or night.

In the event no employee is available, each station has a public telephone which is clearly marked with emergency instructions.