



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Unmanned Station
Reference Number:	ADM 05-007
Effective Date:	11-May-05
Last Revision Date:	22-Mar-22
Signature of Approval	Curtis Sheets, Chief

**Purpose:**

To establish a standard set of guidelines to follow when a station becomes unmanned.

**Policy:**

If the station will be unmanned for an extended period, the shift officer shall request Wintergreen Dispatch to tone both Wintergreen Fire and Wintergreen Rescue to announce the empty station and request any available volunteers to fill quarters.

The shift officer has the discretion to ask Wintergreen Dispatch to fill quarters with a mutual-aid agency, as deemed necessary.