

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Policy	H101
	Authorized by:  Fire Chief Chris Barron	Effective: 9/1/2020 Rescinds: Reference: Application: All Personnel
Station Visitors and Ride Outs		

I. Purpose

This policy is intended to provide guidance on providing vendors and members of the public access to our facilities, exposing visitors to the experience of the fire service, and provide for the security and safety of the facility, department members, and visitor alike.

II. Policy

A. **General.** Vendors and visitors shall only be allowed on site with the approval of the department (administrative staff or on duty officer) and shall not interfere with the duties of on duty personnel. The on duty officer is responsible for the security of the station. All personnel shall take measures to ensure that department equipment and personal items are properly secured.

III. Procedure

A. **Vendor access.** Vendors should only have access to work at department facilities with the knowledge and approval of the administrative staff. On duty officers may initiate a service request with a vendor in coordination with the administrative staff. The officer has the discretion to determine if the vendor is to remain in the building should the crew have to leave the station.

B. **Visitor access.** Visiting groups, tours, and members of the public shall be escorted at all times when visiting an ESD5 facility. Access by the public is limited to the hours of 0800 to 2200 unless otherwise authorized by a Chief. Access to the rear corridor at station 501 (bedrooms and crew bathrooms) is limited to escorted tours passing through the rear corridor. Visitors shall not be allowed in bedrooms or crew bathrooms. Should the on duty crew need to leave the station, visitors should leave the facility or be restricted to the public area at the front of the station (lobby/classroom). Visiting family members of on duty personnel may be permitted to remain in the day room at the officer’s discretion.

C. **Ride outs.** Family members and members of the public may be permitted to ride out with the on duty crew once they apply and have been approved by a Chief to do so.

1. **Application to ride out.** Persons wishing to ride out must fill out the ride out release form. The form includes authorization to perform a background check. A ride out cannot occur until the background check has been forwarded to a Chief and the ride out approved. Only the Fire Chief

may exempt a person from this requirement. The rider's application and disposition shall be recorded and filed by the Office Manager.

2. **Scheduling of ride outs.** Riders shall be placed on the When to Work schedule under a "Station Event" shift to document their ride out. Ride outs can only be scheduled when the 5th seat on the apparatus is available. If the seat is available and a ride out is scheduled, volunteer members will not be able to ride as a 5th person during the time of the ride out.
3. **Verification of identification.** The on duty officer shall confirm the identity and age of the rider. The rider must be 18 years of age or older and provide an official form of identification such as a valid driver's license. Only the Fire Chief may exempt a person from the minimum age requirement.
4. **General considerations.** Persons riding out shall adhere to the following:
 - a. **Identification and emergency contact.** The rider shall provide proper identification and provide emergency contact information.
 - b. **Time limitations.** Unless exempted by the Fire Chief, ride outs are limited to the hours of 0800-2200. A person may ride out with the department a maximum of four times in a calendar year. Exceptions may be allowed by the Fire Chief for special circumstances such as media ride outs.
 - c. **Dress.** Riders shall dress in a professional manner including intact pants/jeans, plain shirt without advertisements, logos, or inappropriate messages, and closed shoes or boots. The rider shall not wear any clothing identifying them as an emergency responder with ESD5 or any other agency. The rider may be directed to wear a department traffic vest when deemed appropriate by the officer. Riders shall not wear firefighting or rescue PPE.
 - d. **Scene considerations.** The officer shall consider the safety of the rider before allowing them on an incident scene. The rider shall not be allowed in a space where PPE beyond a traffic vest is required. The officer shall consider patient privacy before permitting a rider to enter a medical scene.
 - e. **Revocation or privilege.** Department administration or the company officer may revoke the privilege of the ride out if the rider's actions or presence violate policy, create a safety concern, or otherwise disrupt the crew's working environment.