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|  | BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUEAdministrative Policy |
| **Discipline: Administration** | **DATE:** December 13, 2022 |
| **Reference Number: F/R 14-8** |
| **APPROVED BY:** Chief Janet Blankenship  |
| **SUBJECT: Station Visitor Policy** |

**Purpose:**

To provide consistency among all staff for station visitation by friends and family.

**Scope:**

This guideline applies to all Bedford County Fire & Rescue staff.

**Procedure/Requirements:**

1. Visitors will only be permitted between the hours of 08:00 and 21:00 hours.
2. All visitors shall be entered into the station logbook upon arrival.
3. Visitors will not be permitted to be left alone in the building if the crew has to leave the premises.
4. Visitors will not be permitted in any restricted areas including, but not limited to, bunk rooms and private restrooms.
5. Visits shall be limited to 1 hour or less, unless permission is received from the Field Operations Lieutenant, or Administrative Staff, and the host Agency representative.
6. No children shall be permitted to be in the apparatus unattended or with the apparatus running.