



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Unmanned Station
Reference Number:	ADM 06-004
Effective Date:	11-May-05
Last Revision Date:	N/A
Signature of Approval	Curtis Sheets, Chief

Purpose:

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

Policy:

If a station is unmanned, the Shift Captain shall ask Wintergreen Dispatch to tone both the Fire Department and Rescue Squad asking for available volunteers to man the station. If career personnel are available from the opposing station, one person shall transfer quarters until one of the assigned providers are back in quarters.

If all available Fire or EMS trained personnel are unavailable for additional incident(s), the Shift Captain shall ask Wintergreen Dispatch to tone the appropriate department(s) to announce all career personnel are off property.

The Shift Captain has the discretion to ask Wintergreen Dispatch to fill quarters with a mutual- aid agency. Rockfish Fire and Rescue shall be assigned to the Valley Station, and Wilson Fire or Stuarts Draft Rescue shall be assigned to the Mountain Station.