



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Public Access Policy
Reference Number:	Adm 04-005
Effective Date:	24-Jan-05
Last Revision Date:	N/A
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.

Each station has an intercom if the public needs access to the station between the hours of 1700 to 0800.

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

Each station has a public telephone in case all employees are unavailable which is clearly marked with the emergency number.