



SCHEDULING FIRE STATION TOURS

Tours are limited to the first Tuesday of each month.

Tours are scheduled by the Senior Administrative Assistants and logged onto the attached form during the month. Any Senior Administrative Assistant can provide the appropriate shift with the schedule several days in advance. The schedule will be given to the Captain on the appropriate shift.

Tours will be scheduled to begin from 8:00 a.m. to 11:30 a.m. or from 1:00 p.m. to 4:00 p.m. Please only schedule one tour at a time. If there are more than 35 children in a single tour, schedule an hour before the next tour. Tours will generally run from 30 to 45 minutes depending upon the age of the children, interest, weather or group size.

Tours include a tour of the station and apparatus, possibly demonstrations with the Engine and Truck and maybe a safety talk.

Specifically requested Stations are not guaranteed because of possible calls or scheduled training.

Please try and schedule tours with a break of 45 minutes to an hour between each tour.

Ideal ratio of adults to children is 1 adult for every 4-5 children.

Group tours should be scheduled a month in advance.

School tours can be scheduled up to a year in advance only to accommodate their school and bus schedules. It is up to the school to confirm 30 days in advance of the schedule tour. At that time, a Station can be assigned.

