



Standard Operating Guideline	
SOG Name:	Lodging Of Visiting Firefighters in Fire Stations
SOG Number:	400.2
Standard:	TBD
Guideline Owner:	Administration
Implementation Date:	May 31, 2017
Date of Last Revision:	June 02, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

PURPOSE: To establish standard procedures when providing lodging to visiting firefighters and other guests in Dothan Fire Department facilities.

SECTION 1

Chief Officers or the Fire Chief will make assignment of quarters for visitors.

SECTION 2

Lodging shall be provided based upon availability and at the discretion of the Fire Chief. Proof of identity and a letter from the Chief of the visiting firefighter must be provided prior to lodging being granted, if possible.

SECTION 3

Visitors will be provided a bed, bedspread, and locker if one is available. The visitor shall provide sheets, pillow, and linen. Visitors will also be provided with a copy of this SOG and a visitor’s waiver should the visitor want to accompany on a response.

SECTION 4

Visitor conduct:

1. Visitors will conduct themselves in a manner that promotes good will and order. Cooperation between visitors and assigned personnel is expected.
2. Station lockdown is 2200 hours daily. Visitors who are not in the station prior to 2200 hours must make prior arrangements with the company officer on duty for access to the station.
3. Visitors may share kitchen facilities with assigned personnel and are expected to share in required housekeeping duties.
4. Visitors shall clean up after themselves promptly.
5. Parking space is provided at each station for assigned personnel and visitors. Some parking areas are reserved for guests and should not be used by visiting firefighters or assigned personnel.
6. Shower facilities are limited in each station. Time spent in the shower should be limited to no more than ten (10) minutes.
7. Telephone use shall be limited to insure reasonable access to all personnel. Calls shall be limited to a maximum of five (5) minutes if all other lines are in use. Long distance calls are at the expense of the caller.
8. All beds shall be made prior to 0700 hours daily.
9. Beds should be turned down prior to 1900 hours daily to avoid disturbing personnel who have retired for the evening.
10. During sleeping hours, guests and members should avoid activities that cause disturbance.

11. Visitors shall adhere to any safety or lockdown measure in place during their time of stay.

SECTION 5

Any problems related to visiting firefighter's lodging should be directed to the Chief Officer to whom the visitor is assigned through their chain of command.

(Signature on File)

Larry H. Williams, Jr.
Fire Chief
DOTHAN FIRE DEPARTMENT