



POLICY MANUAL

Daily Operations - Miscellaneous Station Security

Revised: 02-06-96

Code: 1 – 14 – 8

Book Chapter Subject

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8.0 Purpose: To Establish Procedures for Maintaining Security Measures at Fire Stations.

8.01 Scope: All Fire/EMS Personnel.

8.02 POLICY

Station Security is the responsibility of all personnel. These procedures are established for the protection of Department personnel, equipment and citizens seeking assistance.

8.03 FACILITIES

1. All doors are to be kept in a closed and locked position, except while being *attended*, including apparatus bay doors.
 - a. *Attended*; means that someone is in the general area of the door and is aware of personnel movement in and around the facility.
 - b. Apparatus bay doors may be opened up to six inches (to aid in air circulation) and not be attended.

8.04 ANSWERING THE DOOR

1. Two people will answer the door whenever possible during daylight hours. At night, two people will answer the door *at all times*.
2. When a citizen requests assistance at the door, the other crew members will be notified and act appropriately depending on the situation.
 - a. If all crew members are not required to assist for a medical emergency etc., then one member will maintain a safe distance and observe the situation; this is to be available to call for assistance if the need arises.



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8.05 DOCUMENTATION

1. All incidents or requests for assistance are to be documented with an incident number and the appropriate report form filled out. *Exception*; minor assistance to the public such as giving directions, will not require documentation.
2. Any assistance for “A Friend Is Waiting” program will require documentation with an incident number and a description of the services rendered. (Eliminate the current form)

8.06 EMPLOYEE PROTECTION

1. When someone requests assistance at the Station, requiring a crew's full attention, such as a child advising that he is being followed or afraid of being harmed in any way, then dispatch will be notified. Have dispatch send a police officer or community service officer to follow-up on the incident.
 - a. The company will be out of service until an officer or other responsible party arrives on scene to take over the situation.
2. If the incident involves a hostile person, then notify dispatch of the situation and request immediate assistance.
 - a. Employees shall make every effort to protect themselves from hostile actions. Stay behind closed doors, seek assistance and avoid confrontations whenever possible.
 - b. When a hostile situation imposes itself, then employees must take appropriate action to protect themselves and their charges.
 - c. The appropriate action is dependent on the level of training of the individuals involved and the policies established by the Fire Department.
3. Just like on medical emergencies where we can only provide care at our level of training, utilizing the equipment on hand; the same is true in reacting to a hostile situation.
4. The primary objective is to protect oneself and the citizens seeking assistance, avoiding a confrontation if at all possible. If a confrontation is unavoidable, then all Fire/EMS Personnel will act in a manner that provides for the best interest and safety of the Crew and handling of the situation.