



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

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| <b>Book:</b>          | <b>Routine Operations</b>                    |
| <b>Chapter:</b>       | <b>Station Operations</b>                    |
| <b>Subject:</b>       | <b>2015 – Station Security &amp; Parking</b> |
| <b>Revision Date:</b> | <b>3/12/2007</b>                             |
| <b>Approved by:</b>   | <i>B. Michael Thurlow</i>                    |

#### PURPOSE

To establish guidelines for the general security and safety of the Scarborough Fire Department stations, apparatus, equipment, and parking facilities.

#### POLICY

The Scarborough Fire Department facilities, apparatus, and equipment are critical town assets that must be secured and safe. The safety and security of our facilities must be a high priority in order to provide for the safety of our personnel and to accommodate the members of the public that we serve. The procedures listed below shall be used to maintain that security and to provide for the safety of our personnel and the general public.

#### PROCEDURE

- A. General Station Security
  - a. Fire Department personnel shall greet all visitors courteously.
  - b. Visitors must be accompanied while in our facilities to ensure their safety as well as that of our personnel, apparatus, and equipment.
  - c. No visitors or guests of personnel will remain in the station when all fire department personnel vacate the station such as would happen when responding to a call.
  - d. Visitors shall not remain overnight in the station without the prior approval of the Fire Chief.
  - e. Public tours are welcome, and all tour groups shall be escorted and instructed on the proper gathering area and procedures during station alerts. They will also be instructed as to proper actions in the event of fire alarm activation in the facility.
  - f. When all personnel vacate a fire station either on business or responding to an emergency, all station doors must be closed and locked.
  - g. On-duty crews and live-in students shall verify all station doors are closed and locked prior to retiring to the bunk rooms for the night.
- B. In the event that you suspect explosives or other potential Hazardous Materials have been brought to the station by a member of the public:
  - a. Try to make sure the item does not enter the station.
  - b. Secure the area around the package or device
  - c. Notify the public safety dispatch center via phone, not by radio.

- d. Do not transmit on radios in the immediate area as they could potentially initiate a detonation of an explosive device.
  - e. Obtain a description, identification, and as much pertinent information as possible from the item and by questioning the person that brought the item to the station and relay that to the appropriate authorities.
  - f. Evacuate personnel and apparatus from the station and a safe area around the item.
- C. Unwanted Persons
- a. Assure personnel greet the public entering the station in the presence of other personnel whenever possible.
  - b. Members of the public that pose a potential threat (due to conduct, contamination, presence of weapons, etc.) shall be asked to remain outside until contact is made with dispatch to request police department assistance.
- D. Station Parking
- a. Each station will have posted handicap parking spaces which are restricted for handicap use only.
  - b. All personal vehicles shall be parked in designated parking spaces when available.
  - c. Parked personal vehicles should be locked at all times.
  - d. Parking personal vehicles in front of or between overhead doors is prohibited.
  - e. On-duty personnel and live-in students shall park in the rear sections of the parking lots to provide ample space near the main entrance door for the public and to leave the closest designated parking areas to the front of the station available for responding call members so the apparatus drivers can see them approach in a safe manner.
  - f. Department apparatus and vehicles should not be left unattended outside for an extended period of time. Those apparatus that are able to be secured by locking of doors shall be secured at all times when they are left unattended. If it is necessary to leave an apparatus that can not be secured outside make every attempt to leave someone with the apparatus for security purposes.
  - g. Whenever there is an activity, obstruction, unusual vehicle, abnormal situation, or any other reason that would prevent the apparatus that normally is stationed in a particular station bay to safely be backed into its normal location, a traffic cone shall be placed in front of the bay door to indicate it is unsafe to enter the bay at that time. The driver of the apparatus is responsible to investigate the reason for the warning and ensure that it is safe to enter prior to backing into the bay.
  - h. Overnight or extended parking of private vehicles in any fire station is prohibited.

## **RESPONSIBILITIES**

It is the responsibility of all fire department personnel to adhere to this policy.

## **REFERENCES**

- A. “Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments”, Federal Emergency Management Agency, United States Fire Administration.