



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Operations	SOP: 7.8
Subject: Department Security Policy	Effective: January 1, 2006 Revised: December 10, 2008
Approved:  Scott Cullers, Fire Chief	

PURPOSE

Due to tremendous tragedies presented to our nation and the potential for future threats, we must all re-evaluate the procedures we perform in the everyday occurrences of our jobs, and we must guard ourselves and others from the potential for further disaster to strike. As a result, the following procedures shall be effective within the department.

Security Measures

Procedures for ensuring security in the Department have been divided into three phases:

- **Conditions S-3** is the designation for the typical measures to ensure security for everyday operations within the Department. All personnel should note that some of these measures are more stringent than past operations for the Department, and the following procedures in the Conditions S-3 portion are the minimal security measures that will be followed by Department personnel for normal, everyday operations.

- **Condition S-2** will be designated when the administration of the Department has determined that increased security measures are warranted. This may be caused by high visibility incidents, such as those involving terrorist activities in other parts of the Nation or World, with reports that these activities are likely to spread toward this area, or during times when large special events are being conducted with the community.

- **Condition S-1** is the designation that donates the highest level of security measures or the Department. Condition S-1 will be determined by the Department's Administration when local conditions call for stringent security measures, such as an identified emergency through local, state, or national government or those identified emergencies in other areas for which a high probability of involvement to this immediate area exists.

I. Condition S-3

A. STATION Procedures

1. All station should keep all doors (pedestrian and bay) in the closed position and locked unless personnel are in the immediate area of the door.
2. Immediately report all suspicious or unusual activity to law enforcement. All suspicious activities will be recorded within the station logbook.
3. All personnel shall ensure that all doors and ground floor level windows are secured in the locked position before retiring for the evening.
4. Bay doors shall be closed immediately after apparatus has departed the stations where this is possible.
 - a. Apparatus leaving stations for emergency incidents shall visualize closing of all bay doors when closing is actuated by remote control device.
5. LP fuel tanks for emergency station generators shall be re-filled when the gauge indicates fuel is at the 50% level. Diesel generators shall maintain a fuel supply sufficient to operate the generator for 72 hours of operation at peak output.

B. APPARATUS Procedures

1. All unattended apparatus, on non-emergency missions, shall be shut down and secured if locks are available.
 - a. This shall include EMS units at the Emergency Department after the transfer of patients from incidents.

C. INCIDENT Procedures

1. Portable radios shall be carried by personnel on every incident.
2. Cell phones, when available, shall be available and ready for use at all times.
3. ECC personnel shall contact personnel on every incident, including EMS and single-company responses, at 10 minute intervals to check on the welfare of the responders.
 - a. If no response is received within 15 seconds, ECC personnel will re-attempt to contact responders.

- b. If no response is received within 3 attempts, law enforcement shall be dispatched as an emergency incident to locate and determine condition of Fire and Rescue personnel. The career duty officer shall also be notified.
 - c. The AIC/OIC may determine that the scene is safe and advise ECC to cancel additional 10 minute checks.
4. On-scene personnel may continue to follow the policy of requesting law enforcement assistance. SOG-07-04
 5. All personnel shall wear department-issued photo ID with name and ID number

II. Condition S-2

Note: unless addressed by the following, procedures for Condition S-3 will remain in effect.

A. DEPARTMENT Procedures

1. Batteries for portable radios shall be changed each day and after 30 minutes or more of use, except for those carried in chargers on the apparatus, or a fully-charged spare battery shall be available for each portable radio on the apparatus.

B. STATION procedures

1. Personnel shall check for doors and ground floor level windows to be secured in the lock position at 1800 hours, as well as before retiring for the evening. Both of these checks shall be logged in the station logbook.
2. Any request to answer the doors after darkness shall require audible contact with the person requesting entry, by means of external phone or intercom, along with visual contact when possible. A minimum of 2 personnel, if possible, shall respond to the door, and doors shall be approached with caution.

C. APPARATUS procedures

1. At all times, when apparatus is out of the station, visualization of the apparatus shall be maintained or the apparatus shall be locked down and secured with the apparatus running, if that capability is available.
 - a. All stations should consider the addition of anti-theft devices to apparatus to enable lock-down with apparatus running.
 - b. Ways to accomplish visualization: fire/EMS crews, police, facility security, bystanders.

2. Apparatus shall be maintained with fuel levels between full and $\frac{3}{4}$ full.

a. If apparatus fuel is needed and cannot be attained through normal procedures, ECC personnel shall be directed to contact the on-duty person for emergency access to City Yards.

D. INCIDENT procedures

1. During night incidents, all scene/auxiliary lights shall be illuminated whenever the apparatus is stationary.

2. Extreme caution shall be used when responding to vicinity emergencies, i.e. ...in the rear of, across the street from, etc. (anything without a specific location of the emergency).

III. Condition S-1

Note: Unless addressed by the following, procedures for condition S-2 and S-3 will remain in effect.

A. DEPARTMENT Procedures

1. On the receipt of notification that an emergency has been declared, ECC shall be directed to notify all personnel by radio of this.

a. The term **Condition S-1** shall be used to alert personnel.

b. The apparatus outside of stations shall immediately return to station, except those on emergency incidents.

c. Personnel on emergency incidents at time of the initiation of Condition S-1 shall immediately be assigned an alternate radio frequency and provide ECC an update of the incident situation.

d. All information pertaining to the emergency shall be emailed. Otherwise, personnel shall contact the Administrative Offices or Emergency Operations Center for verbal notification.

e. All non-emergency events, including training classes and public education, shall be canceled for the duration of the S-1 condition.

2. Build up of additional personnel may be accomplished through personnel call-backs and lateral transfers of personnel, as per current Department policy.

B. STATION Procedures

1. No exterior doors shall be open or unlocked unless personnel are stationed at the door.

2. Personnel shall ensure that bay doors are fully closed before leaving the building for any reason.
3. Any station used as an emergency evacuation center shall maintain locked access between the evacuation center area and areas used by uniformed fire and rescue personnel.
 - a. Security for evacuation centers shall be provided by law enforcement, military personnel, private security guards, or volunteer personnel who have agreed to staff the stations for a pre-determined length of service.
4. Personal phone calls shall be kept to a minimum.

C. APPARATUS Procedures

1. Apparatus shall be confined to the station to which it is assigned other than when conducting those specific tasks required to maintain operations.
2. ECC will be notified when apparatus is on the streets and upon return to quarters.
3. All apparatus compartment and personnel doors that cannot be locked shall be sealed with tamper-evident tape or labels (provided by the Department).

D. INCIDENT Procedures

1. ECC personnel shall contact Fire and Rescue personnel by radio every 5 minutes for a status report of the incident and to check welfare of responders.
2. No personnel are to respond to incidents in privately-owned vehicles.

While these measures may seem to be time-consuming, especially during an incident, the added measure of protection to Department personnel and the public outweighs any disadvantage caused by this policy.