



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to ensure that all fire department apparatus, equipment, supplies and personnel are properly protected from damage, injury or theft.

POLICY

All Department members shall be responsible for overall fire station security and shall be mindful of fire station security and abide by all those policies that concern the same.

1. During normal business hours (0800 to 1700) and when occupied, the fire stations shall be open to the public. Business hours may be altered for specific functions as may be necessary to better serve the public.
2. Department personnel shall escort members of the public at all times while in the fire station.
3. Members of the public shall be prohibited from entering secure or private quarter areas unless authorized.
4. When not occupied or members are unable to monitor the facility, fire stations shall be secured with doors and windows locked.
5. Exterior doors: All exterior doors are to be in the locked position at all times. Some exterior doors may require access with a punch-pad type of locking mechanism. Department members shall not disseminate the lock combination to any unauthorized individuals for any reason. Public entrance doors may be unlocked during business hours while the station is staffed.
6. Overhead Bay Doors: Whenever a Department member is NOT working in the bay, the doors shall be closed. When a fire apparatus is responding on emergency calls they should make every effort to ensure that the overhead doors begin closing before leaving the apron if there are no other personnel in the station. During good weather, the doors may remain in the open position provided there are personnel in the bay. In the event that personnel leave the bay and go into the training room or day room, the doors must be closed. During inclement weather, the overhead bay doors should be closed as soon as the apparatus clears the overhead doors.
7. Perimeter Security Gates: Perimeter security gates shall remain closed at all times. An exception may be made for temporary loading/unloading, or during outside apron training, apparatus maintenance or multi-company training.
8. Staff Offices: Staff offices with the exception of the Captain's office, should be closed and locked whenever the staff members are gone for the day. Doors may remain in the opened position if only out for a short time during the course of normal business hours.
9. If it is discovered that any part of the fire station, its contents or grounds have been damaged, stolen, or vandalized, the Battalion Chief shall be notified immediately. The station Fire Captain shall assess the situation and contact the Police Department to file an incident report. The Fire Chief shall also be notified as to the circumstances involved.

Approved

Fire Chief

1 of 3



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10. In the event of planned or emergency “lock-down”, all doors shall remain locked at all times until further notice.

Central Station Access Control

1. The Central Fire Station Access Control System shall not be disarmed or circumvented.
2. Each member of the Department shall be issued an access control card.
3. This card shall also serve as a member’s identification card.
4. The card issued to a member shall be that member’s responsibility. Cards shall not be handed out or given to nonmembers.
5. In the event of a lost card, notification shall be made immediately so that the card can be deactivated.
6. There will be a \$15 charge to replace a lost card.
7. Guests that are escorted into the station shall remain with the escort.
8. If the escort must leave due to an emergency, the guest shall be escorted outside of the secure area prior to leaving.
9. No guest shall be allowed to remain within the secure area without an escort.
10. In order to maintain the integrity of private quarters, no guests shall be allowed on the second floor, unless prior approval has been obtained.
11. In order to maintain safety, no guests shall be allowed in the fitness room, nor any elevated space such as the mezzanine, catwalk, outdoor space, and roof or patio areas. Certain exceptions can be made at the discretion of a Chief Officer. This exception is intended to permit access in special cases, e.g., service/maintenance personnel, dignitaries or controlled tours.
12. Visitation shall be 1700 – 2000 hours. Members that are hosting guests shall remain in uniform as long as the guest is present. Once your guests are gone, members are allowed to dress down at 1800 hours. Dorms may be occupied at 2000 hours.
13. Unless it is an organized event, visitation shall be limited to the first floor bays and outside areas. Classroom, Battalion Chief’s Office, Captain’s Office and hallway shall be off limits unless a specific allowance has been made by one of those individuals specific to their area.
14. Once per month, crews are allowed to organize a family event in which families are allowed on the second floor dayroom/dining area. The entire crew shall host this event for the duration. No member shall be allowed to dress down until all guests have gone. The intent is for everyone to spend time together as a family. In the event of an emergency, the company officer shall ensure all family members have safely exited the secure areas prior to responding.

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2 of 3



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15. Business hours are defined as 0800 – 1700, Monday through Friday. Front entrance doors shall be unlocked during those hours. Business hours may be altered for specific functions as needed to better serve the public.
16. Third floor outdoor space shall be limited to work/business related activities, (including meetings, lunch, etc.), during business hours. Special events may be an exception.
17. Tours, escorts or events shall be announced prior to entering into secure/private areas.
18. When a station is not occupied or members are unable to monitor the facility, the fire station shall be secured with doors and windows locked. Front entrance doors may be an exception.

Approved

Fire Chief

3 of 3