

# Hurricane Fire Rescue

Hurricane, WV

## Administrative Guidelines

<b>Subject</b>	Security Measures during Threats
<b>Guideline Number</b>	800.108a
<b>Adopted</b>	March 1, 2007
<b>Due For Revision</b>	April 7, 2007
<b>Pages</b>	2

**Purpose:** To create a guideline for station, apparatus, and facility security during times of elevated threat.

**Scope:** All equipment, stations, facilities, and personnel during times of elevated threat.

**Responsibility:** It is the responsibility of all personnel to adhere to these guidelines during times of elevated threat.

“Lock Down Mode” is high security; heighten awareness or risk to personal mode.

### Station Security:

- Garage doors are not to be left open at any time without personnel in the immediate vicinity.
- All pedestrian doors are to remain locked at all times.
- Visitors must show I.D. All visitors will be accompanied by at least one firefighter until their business is complete. They are not to be toured throughout the station.
- Apparatus must be parked inside the station.

### Apparatus Security: In Quarters

- Apparatus will not be left unattended while on the apron of any fire station at any time.
- Immediately following apparatus and equipment check, all apparatus are to be secured in the apparatus bay with doors closed.
- While fueling, tank filling, and/or washing do not leave the truck unattended for any reason.

### Apparatus Security: Emergency Response/Out of Station

- Engines/Trucks – Driver/operators or personnel designated by the officer

in charge will remain with the apparatus at all times. If the vehicle is locked be sure to shut the vehicle down, turn off the battery switch, and take the keys from the ignition, when applicable.

- Other vehicles – Other vehicles will be turned off, keys removed, and locked when exiting the vehicle. Personnel should park the vehicle in a position to maintain a visual of the vehicle at all times.
- While out of the station all vehicles are to be locked if possible or a minimum of one person in radio contact left with the apparatus. In the event someone tries to take over the apparatus notify dispatch with a “firefighter needs help”.
- While parked for training, supplies, or any other issues not stated prior, all apparatus/vehicles will be locked if possible or have someone left with the apparatus/vehicle.

**Note:** During emergency response, out in the public and in quarters all personnel need to remain alert and cognitive of their surroundings for anything out of the norm.

Situations that require special awareness above the normal security up to but not including lock down will be specified by the Chain of Command.