


BODEGA BAY FIRE DISTRICT
STANDARD OPERATING GUIDELINES

WRITTEN BY: HILL

APPROVED BY: 

NUMBER: 66

SUBJECT: STATION SECURITY

DATE: 16 JUNE 10

The Bodega Bay Fire Station is a secure facility and this policy recognizes the importance of protecting District property, personal property, and confidential information on station grounds. During business hours or scheduled meetings, the general public shall only be allowed in the front lobby and Burke Room, unless accompanied by a fire department member escort. Guests of fire department members have a daily curfew of ~~2200~~ ²³⁰⁰ hours.

The Fire Chief may assign department members keys to respective rooms in the fire station according to their operational security level. The Administrative Offices are strictly off limits to all personnel without authorization/escort of the Fire Chief, Administrative Assistant, or Operations Captain. Willfully gaining or attempting to gain access to a secured Administrative Office shall be a termination violation.

When a fire department member does not occupy the station, all of the station exterior doors shall be secured. When the on-duty crew leaves the station for a call or District business, the apparatus bay doors shall be closed, accomplished by either manually lowering the doors using the door control device in the apparatus, or by activating the closing timing sequence after pushing the red "all open" button in the Apparatus Bay (See SOG #64 – Station Apparatus Bay Doors).

It is the responsibility of the company officer to confirm that all the exterior station doors are closed and secure prior to retiring for the evening. Any fire department member using an exterior door after this time shall maintain that security.

During any public event at the fire station (i.e., training, public education, blood drive, meetings, etc.), at least one BBFPD employee shall remain at the station. This is to maintain station security and handle any public questions, walk-in medical aids, or other requests for service.

In the event of a dispatched call where all on-duty personnel are needed to respond, prior to leaving the station, a BBFPD member shall notify the event host or hostess that personnel are departing the station. The door separating the front lobby and the Operations Office shall be locked prior to departing the station.