



## FACILITY SECURITY PROCEDURES

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### Procedure:

LFRA is a public service agency and seeks to provide opportunities for public interaction with on-duty personnel; however, the agency also has a responsibility to provide for the security and safety of agency facilities and personnel. As such it should not be inferred that this guideline mandates that all fire stations remain closed and locked at all times.

### General Facility Security Standards

Every LFRA member should be aware of security issues at any agency facility where he/she is working and/or assigned. To maintain effective communications, Fire Officers and Acting Fire Officers shall be responsible for the following:

- Carrying a LFRA portable radio between the hours of 7:30am and 7:30pm during the day of their assigned shift.
- Carrying the LFRA apparatus assigned cell phone at all times during their assigned shift.
- Monitoring the Fire/EMS talkgroup between the hours of 6:00am and 10:00pm during the assigned shift. This can be accomplished via the station base radio/monitoring system while in quarters. While out of quarters, the Fire/EMS talkgroup shall be monitored via the apparatus mobile radio or a portable packset radio. The only exception to monitoring the Fire/EMS talkgroup is if the unit is assigned to an incident.

### Fire Station Security

- Single- and double-leaf entry doors to all fire stations should remain closed, locked and latched at all times, unless they are being actively used.

- During daylight hours, fire station apparatus bay doors may be left open during times that LFRA personnel are within the station. All apparatus bay doors shall be confirmed as closed whenever the apparatus leaves the station.
- The company officer shall complete a thorough assessment of the fire station to ensure that all doors are closed, locked and latched prior to going to bed each night.

### Training Center Security

- The Training Center entry gate shall be kept closed at all times unless the Training Center is being actively used.
- All single- and double-leaf entry doors, as well as all garage bay doors, shall remain closed, locked and latched unless they are being actively used.
- When Training Center gates and doors have been opened and/or unlocked for attendees to access the facility and/or buildings, the last LFRA officer to leave the facility will complete a thorough assessment of the entire facility to ensure that all doors, including the primary entry gate, are closed, locked and latched.

### Facility Lockdown

In the event that a threat to a LFRA facility and/or personnel is reported or detected, the following lockdown procedures will be promptly implemented:

- Dispatch will send a Fire-All Page to alert all LFRA personnel of the lockdown incident.
- There will be two options for notification of on-duty personnel:
  - Dispatch will broadcast an alert tone on the Fire/EMS talkgroup, followed by instructions to have all on-duty personnel meet the battalion chief on the encrypted Admin talkgroup.
  - Dispatch will notify the on-duty BC of the report via the Battalion 1 cell phone.
  - The on-duty battalion chief will communicate incident specific information to all on-duty personnel via the LFRA Admin talkgroup in the encrypted mode and/or via the LFRA apparatus cell phones

- Each on-duty officer will ensure that all doors and windows are closed, locked and latched at their assigned facility. Once the facility is secure, a minimum of two (2) LFRA personnel wearing and monitoring portable radios will answer any knocks at the door.
- At no time will anyone be admitted to any LFRA facility under lockdown without first providing government issued identification and a legitimate need for entry.

## Revision History:

**3/20/15**      Update to current format, no changes in content.

**4/26/17**      Update information to include apparatus cell phones.

## References:

None