St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 02-02-09 Station Security for Non-SJRFD Staff

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Section: 02 Health and Safety
Title: 09 Station Security for Non-SJRFD Staff

Purpose

SJRFD Fire Stations are both work environments and home to on-duty crews. As such, SJRFD personnel have to ensure that non-departmental visitors to fire stations are accounted for, safe, and properly authorized to be on the premises.

Background

The term "visitor" can include, but not be limited to: non-departmental workers on task, sub-contractors, members of the public, tour participants, media agents, representatives of fraternal emergency services, or others with defined requests to gain access. City of St. John's staff are considered authorized entrants and will be afforded access with provisos as indicated below. All others with business of a personal or official nature will be politely offered accommodation while a Platoon Chief (Officer in Charge) is contacted for verification of permission.

Our visitor's safety, as well as the integrity of the Department and SJRFD personnel's rights and allowances, is to be foremost in the minds of all personnel. Captains are responsible for both staff and visitors alike within SJRFD fire stations.

This is a new guideline.

Procedure

1. All workers wishing access to a Fire Station will have their identity and intention confirmed. Typically the Platoon Chief (Officer in Charge) would have prior notice and confer this information to the Captain.

All workers, regardless of authority, will report to the station's Captain. Before commencing their work all workers will sign in the log book located in the office.

2. Before allowing access to outsiders the station's Captain will ensure that all emergency gear is properly stowed, the floors are dry (or appropriate warnings/signage are in place), the apparatus are cleaned, tidy, and squared away, and that living quarters are clean and in order.

3. All new visitors will be given a safety briefing regarding an operational fire station; the location of emergency exits, mounted safety equipment, and expectations when units are dispatched.

4. When dispatched for emergency calls, and before confirming the call, the station Captain will ensure all visitors have exited the building and are moving to a safe area. If it is necessary for anyone to remain in the station while crews are out, he/she will inform the Platoon Chief of that immediately. A crew from a neighboring station may have to deploy to the responding station.

5. Without exception, no one will be permitted unauthorized access to the station (living quarters, office, or apparatus floor) without the express approval of the Fire Chief or her/his designate. Station Captains who are challenged may ask the visitor to remain in a neutral space and contact the Platoon Chief for direction.

6. Without exception, no one will be permitted to park, erect equipment or otherwise restrict the complete and unfettered passage of fire apparatus at any time.

Approvals
The Director/Chief of SJRFD

Approval Date
2016/03/15

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 02-02-09
Approved By:

Jerry F. Peach
Fire Chief
(Director of Regional Fire & Emergency Services)

Mar 15/2016
Date

Appendix/Appendicies
None