

Falmouth Fire-EMS Operating Guideline

Station Access

Objective:

To provide a clear process for when the stations may be accessed and by whom. The guideline is intended to protect the station apparatus and equipment from damage and theft, and protect station personnel and the public, while making the fire station accessible to those who have business or are working in the station.

General Information:

The Fire Stations in Falmouth are locked and secured by a card access system. Members are provided with a card and an access code to be used to access the station. Vendors may also be provided with a card for building access. The stations are public buildings for the purpose of conducting Fire Department business. Only Central Station is staffed on a twenty-four hour basis. No person shall be denied entry into the Fire Stations at any time for the purpose of conducting authorized business. Reasonable security considerations make it prudent to protect the apparatus room, offices and other station facilities from damage or theft, and to protect visitors and employees from injury.

Guidelines:

A. Fire Station Access:

- a. Access to the Fire Stations is granted to active members as determined by the Fire Chief, or designee.
 - i. Each active member shall receive an access card and a code to enter the buildings to respond to fire and EMS incidents.
 - ii. Upon termination from service access cards are to be returned to the department. Codes will be deleted from the system.
- b. Vendors performing work in the fire stations may sign out an access card through the Office Administrator to gain entry to the stations for a limited time. The cards must be returned when the work is completed.
- c. The entrance to the Administration area shall remain locked when vacant. Entrance by visitors can be made by utilizing the bell located at the main entrance to the Admin area. The response to the bell activation will be by on-duty personnel when the station is occupied.
- d. All bay and side doors from the apparatus room, training room and day room shall be kept locked.
- e. Outside doors must not be propped open at any time.
- f. Bay Doors must only be opened by department-issued openers and must be closed when the station is not occupied.
 - i. Personal door openers are not allowed to be programmed to open the bay doors at the fire stations.

These guidelines may be changed or altered by the Fire-EMS Chief at any time.