

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Policy #:</b>	5.103	<b>Effective Date:</b>	10/31/2023
<b>Title:</b>	Fire Department Building Security	<b># of pages:</b>	5
<b>Category:</b>	Administration	<b>Classification:</b>	Green

1. **PURPOSE:** The purpose of this procedure is to assure a safe and secure workplace for employees and to establish a policy for civilian access in the Public Safety Complex as well as our satellite fire stations.
2. **POLICY:** It shall be the responsibility of the South Portland Fire Department employees to abide by this policy. The South Portland Fire Department will establish guidelines for access to both public areas and areas accessible to authorized personnel only. These areas will include the lobby entrance to the consolidated Public Safety building, the Fire Department Administrative wing, the downstairs training areas, the Emergency Operations Center (EOC), weight room, computer room, the entire fire station, and parking lot. This will ensure that employees of the South Portland Fire Department can work in a safe and secure area.

The vehicle security gates at the police department entrance and at the fire department entrance should remain closed at all times.

All other fire stations in the city of South Portland shall remain locked and secure at all times. It is the responsibility of the satellite stations captains, Willard, Cash Corner, Union Street, and Western Ave to ensure the sites are secure at all times.

### 3. PROCEDURES:

#### A. Public Areas:

1. The general public will be allowed access 24 hours a day to the front lobby of the Public Safety complex. These doors will remain unlocked unless ordered locked by the Police Shift Commander. The front lobby door may be locked from the Access Control System computer in dispatch, allowing only authorized persons with proximity cards to enter that door.
2. All doors accessing the hallways to the Police and Fire Departments' wings, the public bathroom in the lobby, as well as the side door to the basement, as well as the outside door near the elevator shall remain locked at all times. There is also a remote opening device for the bathroom door at the front counter.

3. All personnel shall direct the public to the front main lobby entrance as the sole point of entry to the Police and Fire Departments.
4. When a member of the public requests to see an employee of the Fire Department, the employee shall be notified and that employee, or their representative, will come to the front lobby and personally escort the visitor.
5. The general public is not allowed into the locked areas of the building unescorted. Persons with specific business within the building (i.e., firefighters from other agencies, city employees, vending services, etc.) will be allowed to complete that business under the authority of the on duty fire officer or the Department's Administration.

B. Central Station

1. All exterior doors shall remain locked and secure at all times.
2. Doors shall not be propped open unless being monitored by department personnel. Doors may be temporarily unlocked for legitimate reasons such as a training class in the EOC classroom by using the Access Control System computer in Dispatch.
3. Proximity cards shall not be given to anyone not employed by the department, without Fire Department administrative approval and authorization by the Fire Chief / Director of Emergency Management.
4. A key inventory will be maintained by the department's Administration.
  - a. Each employee will file a key inventory form. The form is to be updated whenever a new key is issued or one is turned in.
  - b. No employee is to possess or duplicate a key that opens a department lock or operates a department vehicle without authorization from the department's Administration.
  - c. All call company trucks and captains have been supplied with key cards. The captain may assign his or her card to other employees to conduct fire department business however at no time shall the card be permanently removed from the trucks. If call company members need to meet with administration they should make an appointment and be let in via the lobby. On duty personnel should not open doors for anyone without an access card.
5. Any employee encountering a person not employed by this department or without a Visitor's Badge, in the building unescorted, and should immediately

make contact with that person and determine the reason they are in the facility, if not already known.

6. All personnel are responsible for the security of individual offices and should secure them when off duty or out of the building.
7. All public uses of the classrooms or conference rooms shall be authorized by the Department's Administration or fire officer in charge.

C. Basement Area / Public Safety Building:

1. In the event that the training / meeting room is to be used by the public, the following procedure will be followed:
  - a. The weight room, computer room, and storage areas will be checked for security and locked.
  - b. It will be posted that access outside of the meeting room is unauthorized.
  - c. Visitors should park in the front of the building and then enter the front lobby to sign in on the Visitors Log and be issued a Visitors Badge. If they will be parking in the rear lot off Armory Street during the event, proximity cards will only work on the PD gate off Anthoine St. Armory Street is operated by vehicle remote or key pad only. The Gate Control Code should not be given out to the public.
  - d. When the event is over, the visitor must return the Visitors Badge and proximity card to Dispatch or to the department member who is coordinating the event.

D. Rear Parking Lot:

1. The security gates at the police department side of the complex and at the fire department side of the complex should remain closed at all times, except when conditions dictate otherwise. These conditions could include during inclement weather or when fire apparatus from other stations must stage at SPFD Central Station.

E. Tour Groups

1. Tours will not be allowed during periods of declared public health emergencies or pandemics.
2. Tour groups should be limited to 10 people at one time.
3. Tours shall be limited to the apparatus bay. Weather permitting, and if it can be done safely, apparatus shall be moved outside and the tour should be completed outside of the facility.
4. At no time will any participant be allowed to wander unescorted in any facility.
5. The line officer or OC responsible for the tour will ensure that all participants are recorded on a sign-in form.
6. The line officer or OC responsible for the tour will ensure that all participants

are adequately briefed on these procedures. Groups unable to comply with these procedures will not be allowed to participate in a tour.

F. Vendors & Contractors

1. Vendors and contractors will be provided access to facilities on an as needed basis.
2. The line officer or OC will ensure that all vendors and contractors are recorded on a sign-in form and complete and required documentation prior to starting work.
3. The line officer or OC will ensure that all vendors and contractors are adequately briefed on these procedures.

4. REFERENCES:

- None

5. ATTACHMENTS

- Station Visitation Log

By Order Of:

A handwritten signature in black ink, appearing to read 'Phil Selberg', with a stylized flourish at the end.

Phil Selberg

Fire Chief



