

Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 Administration
Section: 104 Rules and Regulations
Subject: 104.06 Station Security



Supersedes: N/A

Approved By: 

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PURPOSE:

To ensure the station is secured on a nightly basis

RESPONSIBILITY:

All District Personnel

PROCEDURES:

Each member of the District and District Board Members will select a five (5) digit, numeric door code to use when accessing the station. Personal door codes shall not be shared with anyone. If you feel your code may have been compromised, notify an officer immediately and have it changed.

Each day the following tasks shall be performed by the indicated times:

Dusk – All outdoor lights should be on and inspected to ensure operation

2200 – All outside door shall be locked and verified as secure

2200 – All engine bay doors shall be closed

When the last person leaves the day room for the evening, it is their responsibility to close and lock the downstairs windows.