


East Lake Tarpon Special Fire Control District		
	<i>SOP 604 Homeland Security Advisor System (HSAS)</i>	
	Implementation Date: 05/2003	Revision Date(s): 05/2003
		Reviewed Date(s):
	Forms or Attachments: None	

The Federal Department of Homeland Defense’s HSAS has developed a series of levels to warn the country of impending threats of terrorism. The Levels of Threats and action to be taken by the members of East Lake Tarpon Special Fire Control District are as follows:

Low Risk of Terrorist Attacks (Green) Level. This condition is declared when there is a low risk of terrorist attacks. With this level East Lake Fire Rescue will continue normal day-to-day operations.

Guarded Risk of Terrorist Attacks (Blue) Level. This condition is declared when there is a general risk of terrorist attacks. With this level East Lake Fire Rescue members should review associated emergency response procedures accordingly.

Elevated Risk of Terrorist Attacks (Yellow) Level. This condition is declared when there is a significant risk of terrorist attacks. With the addition of the measures taken in the previous level the following actions should be considered by East Lake Fire Rescue personnel:

- Members should have heightened security awareness with their stations and apparatus.
- Members should have heightened awareness when responding to critical/sensitive locations.

High Risk of Terrorist Attacks (Orange) Level. This condition is declared when there is a high risk of terrorist attacks. With this elevation, in addition to the measures taken in the previous level, East Lake Fire Rescue will institute the following steps to provide increased security for our members and equipment. These actions will take effect immediately.

***Stations** will be in “lock-down” mode: All apparatus bay doors will remain closed unless the apparatus is entering/exiting the station or being checked out/washed.

- All other means of access will be closed and remain locked (the only exception will be the administrative office during normal working hours).
- All stations generators fuel sources (if applicable) should be checked for fuel levels. Appropriate steps should be taken to insure refueling is completed if needed.

***Apparatus** will not be left unattended for any reason except when the unit is on an emergency incident or is assigned to training.

- Vehicles and apparatus should be checked for fuel levels. All portable fuel tanks should be checked for fuel levels.

***Personnel** will prepare for possibility of increased security level to Severe Risk of Terrorist Attacks (Red). This includes:

- On-duty personnel:
 - Reviewing a list of predetermined supplies that may be required if elevated to Red level.
 - Should report any suspicious activity in or around the stations or apparatus to the district chief and PSCO immediately.-

Off-duty personnel:

- Should prepare for sudden notice of requirement to report to duty and have clothing and personal items to last for several days.

Severe Risk of Terrorist Attacks (Red) Level. This condition is declared when there is a severe risk of terrorist attacks. With this elevation, in addition to the measures taken in the previous level, East Lake Fire Rescue will institute the following steps to provide increased security for our members and equipment. These actions will take effect immediately.

***Stations** will continue all identified actions from the Orange Threat Level with the addition of the following:

- Access will be restricted to authorized personnel and visitors.
- All meetings/activities scheduled to meet at the station will be cancelled. The office manager will give notice of cancellation to the organization(s) as soon as possible. The only exception will be any Board of Fire Commission meeting at the discretion of the Chairman or his/her designee.
- All out of station training and scheduled activities by on-duty personnel will be cancelled and personnel will remain in their assigned stations unless authorized by the on-duty district chief or chief officer. The only exception will be emergency responses.
- Any deliveries or repairs to the stations will require a department member to accompany the visitor while they are in the station. All stations should notify the District Chief upon the arrival of any repairman at any station. If available, the D/C or a staff member will assist the crew to keep them available for emergency incidents.

***Apparatus** will continue all identified actions from the Orange Threat Level with the addition of the following:

- If staffing levels allow (4 personnel on unit) one member will remain with the unit on all situations. Personnel will request PCSO to respond to any emergency scene for apparatus and personnel security, if possible.

- Will review PC Operations SOP sections 600-16 and 600-24.

***Personnel:** will continue all identified actions from the Orange Threat Level with the addition of the following:

On-duty personnel:

- Should anticipate that they will be held over for several days if any actions should occur in the region and/or state.
- Will carry portable radios with them when out of the station and/or away from their assigned apparatus.
- Will review the procedures for using Level C isolation suits and Mark IV kits.

Off-duty personnel:

- Will immediately notify the on-duty District Chief of a contact phone number they can be reached at in the event that they are recalled to duty.
- They should anticipate that the recall will be immediate if called.
- Members should prepare to an extended work period if recalled and should consider preparing additional clothing and personal items.
- Members will refrain from consuming alcohol during this period.

All personnel:

- All pre-approved leave of any type is subject to cancellation. No requests for leave submitted after the Red threat level has been initiated will be approved until determined by the Fire Chief that it will not affect the operations of the department.

All above actions could be modified at any time and are subject to change by the Fire Chief or his designee.