	Standard Operating Guideline – West Fargo Fire Department		01.117
	Subject: Security		
	Section: Deployment and Safety		
	Date Authorized: 12/1/2019	Authorized by:	
Date Reviewed: 10/1/2020	Chief Daniel Fuller		

Intent

The intent of this guideline is to provide for routine procedures and steps that are to be taken when there is an elevated or imminent terror threat.

References

Definitions

Guideline


1. During normal operations, the company officer is generally responsible to determine the appropriate level of security for department facilities and equipment. This includes:
 - a. ensuring that stations are locked when unoccupied and overhead doors are closed when the apparatus floor is not occupied
 - b. when to leave a firefighter with apparatus when out of the station
 - c. work uniforms, fire department patches, and badges are not traded or made available to non-fire department personnel

2. When an elevated threat is identified, through any means, the following steps should be taken by the Chief of the Department, through the Deputy Chiefs and their responsible divisions
 - a. Inform staff of available threat information on a daily basis.
 - b. Inform staff of requirement to report for duty in case of severe threat or large-scale emergency. Update emergency contact lists in the event that employee’s family is relocated or evacuated.
 - c. Station doors and apparatus bays will be secured and monitored when open. Consider discontinuing key fob access to doors and replace with key
 - d. Public access will be controlled and monitored. All non-fire department personnel will be escorted at all times by fire department employees when in non-public areas. (The only public area will be the main entrance to the Central Station)
 - e. Consider postponing station tours and public education sessions.
 - f. Apparatus will not be left unattended when out of the station. During emergency responses, the police may be asked to provide apparatus security.
 - g. Non-emergency activities requiring staff and apparatus to be away from stations may be restricted.
 - h. No food packages will be accepted from unknown sources.
 - i. Review procedures for bomb, biological, chemical, and nuclear threats in public and private facilities.

3. Leave may be restricted during elevated threats

4. All personnel will be on-call

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5. Analyze need for implementation of shift adjustments to increase staffing
6. Be prepared to conduct daily briefings and distribution of information if EOC is activated
7. Inspect equipment for readiness, location and inventory levels. Identify replacement sources as necessary
8. Identify equipment needs depending on nature of incidents in other communities and submit purchase requests
9. Review and modify procedures for specific threat scenarios. Conduct training based on new information gained through threat data.

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