

SOUTH WHIDBEY FIRE/EMS

Policy 1100: Facility Use and Security

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

1100.2 POLICY

It is the policy of South Whidbey Fire/EMS to provide physical security measures for all facilities under South Whidbey Fire/EMS control.

1100.3 PROCEDURE

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times. Any unauthorized access, security breach or suspicious activity involving the district facility should be reported, through the chain of command, to the appropriate level. Any criminal activity should be immediately reported to law enforcement and then through the chain of command. District members should apply the following guidelines whenever practicable.

1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas. A visitor control process should be implemented at each facility that allows public access. All visitors entering controlled areas of any facility that allows public access should be accompanied by a member of the District. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit. Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer. No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access. Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials. A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit. All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials. A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit. All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior

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storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities. Members should adhere to the following guidelines regarding any breach in security at any district facility: Any breach in security should be reported as soon as practicable, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. If the breach of security is criminal in nature, the appropriate law enforcement agency should be notified and the incident reported as soon as practicable. Any criminal activity that occurs and posed or poses a threat to district members should immediately be reported, through the chain of command, to the Fire Chief. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the district assigned to the facility or of district vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.

1100.4 USE OF FACILITIES BY THE PUBLIC

The primary purpose of district owned equipment and facilities is to accomplish the established mission of the district. To this end, district training, meetings and other district activities shall have priority access to all district owned facilities. It is the philosophy of South Whidbey Fire/EMS that facilities paid for and owned by the taxpayers should be made reasonably available to those taxpayers when not in use by the district. Use of district owned facilities shall be according to the following rules:

1. Groups or individuals eligible to use district owned facilities:
 - a. Any political subdivision of federal, state or county government.
 - b. Any board or commission established under the authority of the RCW or any committee they may appoint.
 - c. Any non-profit organization whose mission is the public good and is established as a 501 (c) (3) according to the Internal Revenue Code.
 - d. Any district resident or group seeking a venue for a one time open public meeting for the purpose of bringing information to the community or providing a public forum. (subject to approval by the Fire Chief and may be appealed to the Board of Fire Commissioners)
 - e. Any person or group who, in the view of the South Whidbey Fire/EMS Board of Fire Commissioners, meets the intent of the restrictions placed on district facility use.
2. Groups or individuals NOT eligible to use district owned facilities:
 - a. Any candidate or group supporting or opposing a candidate or ballot measure, with the exception of candidates for Fire Commissioner in accordance with Board of Fire Commissioners Policies.
 - b. Any person or group advocating the overthrow of the local, state or United States Government by force.

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- c. Any person or group advocating discrimination, or denying membership of any person based on race, gender, sexual orientation, color, religion, national origin, citizenship status, age, or disabilities.
- d. Any person or group seeking to use district facilities for profit, fund raising, or a private party.
- e. Any person or group seeking to use district facilities for reoccurring meetings that occur more often than monthly without the specific approval of the Fire Chief.

Availability: District facilities shall not be available for use by outside groups during days and times established for reoccurring Fire District training or meetings. Because district operations often require meetings or events to be arranged on reasonably short notice, district facilities will not be confirmed for outside use sooner than two weeks prior to an event (exceptions may be made by the Fire Chief for special circumstances such as a polling place). Reoccurring monthly outside use of facilities require confirmation for each event. The District Office shall be responsible for managing the use of all district facilities and shall maintain a calendar of events for each.

Procedures: The Fire Chief shall establish a method and rules whereby qualified outside persons or groups may arrange for the use of district facilities within the scope of these policies. In no case shall outside individuals simply be given access codes to fire stations. Any person or group violating the establish rules may be denied further use of district facilities at the discretion of the Fire Chief (May be appealed to the Board of Commissioners). There shall be no fees for the use of facilities. South Whidbey Fire/EMS reserves the right to charge any user for reimbursement of excessive utility and/or cleaning costs, or damage done to district property.

1100.4.1 PROCEDURE

Reservations: Reservations for the use of a District facility may be made by calling the District offices during the day's hours of 9:00am to 5:00pm. In the absence of use conflict, free time may be allowed for setup. Use of facilities that are out of the normal needs (parking lots, bays, etc.) must be authorized by the Fire Chief or designate.

Liability: The applicant must sign the Application for Community Use of District Facilities and provide the name of their insurance carrier and the policy number as outlined in the application.

Conditions for use:

1. No alcoholic beverages shall be permitted on District premises.
2. No drugs will be permitted on District premises.
3. No smoking will be permitted on District premises.
4. A responsible adult with the requesting organization must sign a facilities usage agreement and be present at the time of the scheduled activity.
5. All children under 12 years of age shall be accompanied by at least one adult for each five children.
6. There will be no admission charge for any activity scheduled.
7. The organization will be responsible for room setup.
8. The organization will be responsible to restore the room to the way it was found.
9. No furniture or equipment will be removed from the room
10. Cleanup is the responsibility of the user and shall be done before vacating the room. If additional cleanup is required a minimum charge of \$50.00 will be requested.
11. Any damage repair expense will be paid by the user.
12. At the completion of the activity the user shall report to the designated District personnel for the purposes of securing the building.

Cleanup: Cleanup shall be done before vacating the building and shall include but not be limited to:

1. Setup and take down of furniture
2. Vacuum carpeted areas
3. Sweep non carpeted areas
4. Mop floors if necessary
5. Clean rest rooms
6. Turn off lights
7. Secure doors

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Failure to leave the facility in a way as it was found could result in revocation of the use of the facility and a billing for a minimum of \$50 to cover cleanup costs.

BUILDING ACCESS APPLICATION

Name of Organization: _____

Please check if you are a vendor/contractor

Purpose: _____

Facility(s) Requested: _____

Date(s) Requested: _____

Meeting Beginning Time: _____ a.m. / p.m. Ending Time: _____ a.m. / p.m.
(Please include time necessary for set-up and clean up)

Print Responsible Individuals Name: _____

Mailing Address: _____

Name of insurance Carrier _____ Policy # _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Email: _____

An electronic access code is necessary to access any fire station or other South Whidbey Fire/EMS's secure facilities. This will be assigned to you via the contact information provided above once your application is approved. Access to our facility may be denied or revoked with or without notice.

Each request is assigned a unique code. If your code is compromised contact our office as soon as possible to arrange to have your code changed. Please remember that the access code is your key, you are responsible for it. You must provide us with a confidential 4 digit pin for reauthorization.

If you need additional information or assistance, please contact:

Kelly McDonald: 360-321-1533, email: access@swfe.org, if after hours Chief Officer at 360-914-7942:

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Upon signing or electronically submitting this application, I acknowledge that I am authorized by my organization to take full responsibility for our use of the facility and to indemnify and hold harmless South Whidbey Fire/EMS for all losses resulting from our use of SWFE facilities. I assume full responsibility for any loss or damage to the facility, furniture and equipment during the use defined by this application and understands that I will be responsible for the cost of any damage to or loss of SWFE property during the time of the reservations.

Signature of Authorized Person: _____

Date: _____

FOR STAFF USE ONLY

Today's Date: _____

Application Request: **Granted** **Denied** – reason: _____

Name: _____

Notes: _____