



General Order Number: 01-17	Effective Date: January 2010
Division: Administration and Organization	
Chapter: Cranford/Graves Fire Service Building Security	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall establish the procedures for the Security of the Cranford/Graves Fire Services Building.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

The Cranford/Graves Fire Services Building (FSB) is on “Security Lock Down” 24 hours a day. The front main entrance is camera monitored, with push button entry controlled by the Fire/EMS Operations Center personnel. Assigned personnel may gain entry using a key card. Locks are located on internal, side, and rear doors.

Personnel entering the FSB may only enter if they have a legitimate purpose for doing so. A door buzzer, with intercom, is located at the front, main entrance of the building. Access will be allowed by Fire/EMS Operations Center personnel after the purpose is determined.

Fire/EMS Operations Center personnel will instruct all visitors, including those attending meetings and classes, to sign in the log book giving: name, time, and office/classroom they are visiting.

Fire/EMS Operations Center personnel shall conduct a walk thru of the building after hours, weekends, and holidays, and will check all doors to ensure that they are secured.

REFERENCES

AFEMSP Memo #06-01

Operations Center SOP #2

FORMS / ATTACHMENTS

N/A