

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines- Station Access</i>	SOG #101-031
		Initiated: May 2021
Approved: Chief Christopher J. Reynolds	Revised: September 2023	

Description: To provide a clear process for when stations may be accessed and by whom. The guideline is intended to protect the station apparatus and equipment from damage and theft, and protect station personnel and the public, while making the station accessible to those who have business or are working in the station.

Purpose:

The LPEMS Station(s) and those used by LPEMS are locked and secured by a card access system. Members are provided with a card and an access code to be used to access the station. Vendors may also be provided with a card for building access. The station(s) are public buildings for the purpose of conducting Emergency Services Business, Training, and operating as Community Center.

Currently only Station 322 is staffed on a twenty-four-hour basis. No person shall be denied entry into the Station at any time for the purpose of conducting authorized business. Reasonable security considerations make it prudent to protect the bay/apparatus room, offices and other station facilities from damage or theft, and to protect visitors and members from injury.

Procedure:

1. Station Access:

- a. Access Cards to Station 322 will be provided to all Compensated Members during Orientation, and Volunteer Members 18 or older after a 3-shift probationary period.
 - i. Members 16 years of age or older with active EMT Certification or higher will be granted access after a 3-shift probationary period.
- b. Access Cards to Station 322A will be provided to all Compensated Members during Orientation, and Volunteer Members 18 or older after a 3- shift probationary period.
 - i. Members 16 years of age or older with active EMT Certification or higher will be granted access after a 3-shift probationary period.
 - ii. Each member shall receive an access card (Key Fob) and a code to enter the building(s).
 - iii. Upon termination from service access cards are to be returned to LPEMS. Codes will be deleted from the system.
- c. Access Code will be issued to Auxiliary Members 16 to 18 years of age to Station 322 after a 90-day probationary period.

2. Vendors:

- a. Vendors performing work in the station(s) may sign out an access card through the Executive Director to gain entry to the station(s) for a limited time.
- b. The cards must be returned when the work is completed.

3. Security

- a. The entrance to the Administration/ Crew area shall remain locked when vacant.
- b. Entrance by visitors can be made by utilizing the bell located at the main entrance.
 - i. The response to the bell activation will be by on-duty personnel when the station is occupied.
- c. All doors from the bay/apparatus room and lobby shall be kept locked if bay door is open or building is vacant.
 - i. Lobby door into administration/crew area may be kept unlocked during certain training events at the direction of Administration.
- d. Perimeter doors must not be propped open at any time.
- e. Bay Doors must only be opened by department-issued openers and must be closed when the station is not occupied.
 - i. Personal door openers are not allowed to be programmed to open the bay doors at any LPEMS Station.

