

**LAKWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.05	ADMINISTRATION
DATE IMPLEMENTED: JUNE 14, 2017 DATE REVISED:	TITLE: FIRE STATION ACCESS

PURPOSE:

This guideline was promulgated to establish procedures for accessing Fire Stations at times when a member of a Fire Company may need to enter the Fire Station of another Fire Company for the purpose of obtaining equipment, vehicle or apparatus in times of emergency as well as in the performance of other required duties including but not limited to training, department functions, etc.

SCOPE:

All officers and firefighters of the Lakewood Fire Department including members of the Fire-Police.

PROCEDURE:

1. Key fob access will be provided by the Board Office as required.
2. In times of emergency (such as may be the case for the Fire-Police) members shall receive and maintain the proper key fob access to enter the respective Fire Station(s) where their vehicle(s) or equipment may be stored.
3. In times of non-emergency, personnel shall make arrangements in advance with the respective Fire Station Captain to obtain the proper access for the period of time access to that particular Fire Station may be necessary.
4. At times when it is necessary to enter a Fire Station of another Fire Company, members shall have access to common areas inclusive of bathroom and kitchen facilities and it is expected members will be considerate and respectful of that particular Fire Station.
5. With the exception of the Fire Commission Chairperson or his designee, Fire Administrator, Administrative Clerk and Chief of Department or his designee(s), nothing stated or implied herein is meant to be interpreted as a member or members being entitled to complete and unfettered access to all Fire Stations.