



SPECIAL ORDER



Series	Number	Originating Bureau	Effective Date	Expiration Date
2003	90	OFC	12/23/03	N/A
Subject Threat Alert Procedures				

The following procedures will be followed under the Threat Alerts listed below:

1. Orange

- a. All stations will be locked down until further notice. Station officers should assure that doors are not chocked open (i.e. cigarette smokers).
- b. Bay doors will remain closed, unless personnel are working in apparatus bays.
- c. Station officers should periodically walk the station grounds, checking for open doors, suspicious cars, packages or people.
- d. All visitors will be escorted while in fire stations.
- e. All vendors must present a valid company ID, and work order prior to entry.
- f. Visitors and vendors will enter the station through a single point of entry. Signs may be posted directing them to this point of entry.
- g. Apparatus will not be left unattended during non-emergency events (dinner run, etc.), except if the vehicle can be fully locked (if applicable).
- h. Any apparatus on emergency incidents, where practical, will not be left unattended. If this is impractical (single unit response) the apparatus will be shut down and locked (if applicable).
- i. Vehicles parked at local hospitals will be turned off, with keys removed, as a minimum.
- j. Any equipment missing from apparatus will be reported to the respective Battalion Chief immediately. The respective volunteer chief will be notified, as necessary. A police report will be filed, unless circumstances suggest otherwise.
- k. All personnel should maintain a current inventory of their Personal Protective Equipment (PPE) and uniforms. If there are missing items, the appropriate Battalion Chief should be notified. A police report will be filed, unless circumstances suggest otherwise.
- l. Personal vehicles will be parked in the appropriate spaces in the parking lot. No personal vehicle will be parked in or around the building.

2. Red

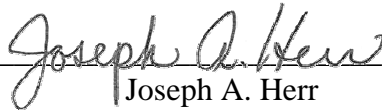
- a. Items under Orange will be followed or upgraded per below.
- b. All in-house tours will be cancelled.



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- c. Visitors will not be allowed. Exceptions will be made with approval of the respective Battalion Chief.
3. Reminder
- a. Always be prepared for a secondary device.
 - b. Don't take recommendations lightly. First responders could become targets at any time.
 - c. Personnel should log off computers when not in use.



Joseph A. Herr
Fire Chief