Bath Township Fire Department			Standard Operating Guideline	
Section Safety	**Referral No.** S-07	**Subject:** Restricted Areas of the Fire Station	**Date Issued** 2/06	**Date Revised** 11/13

Purpose:

- To provide guidelines for employee and civilian access to restricted areas of the Fire Station.

Scope:

- This standard operating guideline shall apply to all personnel and visitors.

Responsibilities:

- Officer
  - Ensure that personnel and civilians function in a safe manner while on township property.
  - All officers shall enforce this guideline to reduce liability and increase the protection of confidential documents.
- Personnel
  - All personnel have the responsibility of enforcing this guideline to reduce liability and increase the protection of confidential documents.
  - All personnel shall ensure a safe and hazard-free workplace and keep confidential information in a secure environment.

Guidelines:

- "Authorized personnel" include Bath Township Employee's only.
- Persons other than an employee, including children, may access only under the direct supervision of the employee.
- The supervising employee is responsible for maintaining a safe environment for all visitors.
- Restricted areas include:
  - The apparatus bay
  - Hose-drying tower
  - Cascade/oxygen room
  - Storage basement
  - Gear room.
  - EMS clean room
  - EMS storage room (secured at all times)
  - Training equipment storage room (secured at all times)
- Additional areas in the fire station that require permission to enter include the Dispatch Center and all offices.
- All of these areas are either potentially dangerous or contain confidential information and must remain restricted.
- Unsafe activities shall be documented and a Safety Investigation performed.

Signature: Eric Music Joseph Kitchen	**Title:** Paramedic Fire Chief	**Page 1 of 1**