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**Department of Emergency Services  
Fire-EMS Division  
Standard Operating Procedures**

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## General Policies

Subject: Security of Fire Stations  
Revised: 8-21-02  
Section: 219.00

### 219.01 Purpose

To establish guidelines relative to the general security of the Ocean City Volunteer Fire Company Stations.

### 219.02 Policy

- A. The general security of the Station shall be the responsibility of the on-duty Fire-EMS crew.
- B. By 2300 hours all doors (front, back and side) shall be locked and documented on the daily equipment check sheet.
- C. By 2300 hours the keys to all department vehicles parked outside shall be brought inside. If there is no room to bring these vehicles inside, said vehicles shall be locked and the keys placed on the vehicle board in the control room.