

Reading Fire Department STANDARD OPERATING GUIDELINES Book 2

Section 200

Station Operations

	<u>Last Revision</u>
200.01 Station Operations – General	February 15, 2008
200.02 Station Maintenance	February 15, 2008
200.03 Station Alerting System	February 15, 2008
200.04 Purchasing Procedures	April 4, 2011
200.05 National Flag - Anthem	February 15, 2008
200.06 Equipment Loan Out	February 15, 2008
200.07 Outside Maintenance	February 15, 2008
200.08 Miscellaneous Station Duties	February 15, 2008
200.09 Protective Clothing – Bin Assignments	February 15, 2008
200.10 Personal Lockers	February 15, 2008
200.11 Telephone Use	February 15, 2008
200.12 Station Library	February 15, 2008

Section 201

Apparatus Operations

	<u>Last Revision</u>
201.01 Apparatus Maintenance	October 1, 2007
201.02 Apparatus “Out of Service” Criteria	October 1, 2007
201.03 Vehicle Repair and Service Procedure	October 1, 2007
201.04 Apparatus Testing	October 1, 2007
201.05 Warning Devices	October 1, 2007
201.06 Fueling Procedures	October 1, 2007
201.07 Reserve Apparatus	October 1, 2007
201.08 Drivers of City Vehicles	October 21, 2007
201.09 Accidents to City Vehicles	October 24, 2007

Section 202

Equipment Operations

	<u>Last Revision</u>
202.01 Equipment Repairs	November 1, 2007
202.02 Equipment Out of Service	November 1, 2007
202.03 Radio Communications	February 12, 2008
202.04 Radio Repair Procedures	February 12, 2008
202.05 Hose Maintenance	November 1, 2007
202.06 SCBA	October 29, 2007
202.07 Ladder Maintenance	October 29, 2007
202.08 Nozzle Maintenance	November 1, 2007
202.09 Hydrants Out of Service	November 1, 2007

202.10	Hydrant Maintenance	November 1, 2007
202.11	Use of Hydrants by Non-City Personnel	January 11, 2010
202.12	Hand Tool Maintenance	November 1, 2007
202.13	Power Tool Maintenance	November 1, 2007
202.14	Extinguisher Maintenance	November 1, 2007
202.15	Pressure Vessel Maintenance	November 1, 2007
202.16	Care and Testing of Encapsulated Suits	November 1, 2007

Section 203

Public Education

	<u>Last Revision</u>	
203.01	General Policy	January 25, 2007
203.02	Public Relations	January 25, 2007
203.03	Station Tours	January 25, 2007
203.04	Fire Extinguisher Demonstrations	January 25, 2007

Section 204

Fire Prevention

	<u>Last Revision</u>	
204.01	Fire Prevention Bureau	November 14, 2007
204.02	Fire Prevention Code	November 14, 2007
204.03	Company Fire Prevention Inspections	February 1, 2011
204.04	Fire Prevention Summons Process	February 12, 2008

SUBJECT: Station Operations General**SECTION:** 200.01**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 3

PURPOSE

To promote the safe, efficient and effective operations of Fire Stations.

POLICY

- A. Shift Supervisors shall be in charge of and responsible for the Fire Stations.
- B. The Fire Station shall be maintained/operated in a manner which promotes efficiency, good appearance and safety to the members assigned there and to the public.
- C. All members shall abide by those guidelines contained within this policy.

SECURITY

- A. The Shift Supervisor shall be responsible for overall Fire Station security.
- B. All members shall be mindful for Station security and abide by all those policies which concern the same.
- C. During normal business hours (0800 to 1700), and when occupied, the Valley Station shall be open to the public.
- D. When not occupied, Fire Stations shall be secured with doors and windows locked accordingly.
- E. Business hours may be altered for specific functions as may be necessary to better serve the public.
- F. If it is discovered that any part of the Fire Station, its contents or grounds have been damaged, stolen or vandalized, the Shift Supervisor shall be notified immediately.
- G. Shift Supervisors shall notify the Fire Chief and submit a written report whenever damage, vandalism or a theft has taken place at a Fire Station. The Police Supervisor shall then be notified and coordinate with the Police Department, if necessary, in such cases.

SAFETY

- A. The Shift Supervisor shall be responsible for the overall safe operation of the Fire Station under his charge.
- B. All members shall be mindful of Station Safety and shall correct and/or report such safety problems as they may observe in the Fire Station.
- C. Members shall use care and all available safeguards when utilizing power equipment, tools and electrical equipment in the Fire Station.
- D. Members shall use care in the storage of tools, equipment and supplies so as to not block any access or egress or to impede the response to alarms.

VISITORS

- A. Station visitors shall be treated with due respect and shall be escorted while in the station.
- B. The Shift Supervisor shall be notified of Station visitors.
- C. Entrance into the station for the purpose of soliciting shall not be allowed.
- D. An officer may prohibit the entrance to or cause any person to leave the station, when in the opinion of the officer such presence may interfere with the operation of the fire company.
- E. Visitors shall not be allowed in the Fire Station after 2200 hours. (Exceptions: Special programs or events or with permission of the Fire Chief.)
- F. Persons desiring group Station tours shall be directed to contact the Fire Office at 733-5537 to schedule such tours.

ECONOMY

Members shall use discretion and good judgement in the use of expendable supplies and utilities.

SLEEPING

- A. Members may retire after 1900 hours.
- B. Members shall not retire in their uniform.
- C. The Shift Supervisor may grant early retirement to bed, as unusual conditions may arise.
- D. Members shall arise by 0700 hours.

BEDDING

- A. Members are responsible for providing any bedding that they may require.
- B. Members are responsible for cleaning and maintenance of their personal bedding at least every 4 shifts.

COOKING AND MEALS

- A. Meal preparations shall be handled by a mutually agreeable system among the members. Said system however, shall fall within the parameters of Departmental policy.
- B. Meal cleanup procedures shall be handled by a mutually agreeable system among the members. Said system shall insure, however, that dirty dishes, cooking implements, kitchen facilities and dining areas are promptly cleaned up after each meal.

MAINTENANCE

All Station and grounds maintenance activities shall be handled according to Departmental policy (see Station Maintenance & Outside Maintenance).

SUPPLIES AND INVENTORY

Inventory and supply activities shall be handled according to Departmental policy (see Station Supply Inventory).

TRASH

Trash shall be set out before each shift change.

DRESS

Members shall dress in accordance with Departmental policy.

GENERAL

- A. Members shall be courteous to the public at all times.
- B. Members shall refrain from loud and boisterous talk and swearing or any other actions which may bring public criticism upon the Department.

SUBJECT: Station Maintenance**SECTION:** 200.02**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 2

PURPOSE

To insure proper cleaning and routine maintenance of Fire Stations.

POLICY

Fire Stations shall be maintained in such a manner as to insure that they are safe, neat, clean and present a desirable appearance at all times.

PROCEDURE

- A. The various routine maintenance and cleaning procedures are normally performed in accordance with the following schedule:
- B. Daily:
1. Clean, dust and straighten the fire station, including:
 - a. Day room
 - b. Kitchen
 - c. Dormitory
 - d. Alarm room
 - e. Restrooms
 - f. Hallways
 2. Straighten apparatus floor.
 3. Sweep, vacuum or damp mop all floors, as appropriate to the type of floor and its cleaning needs.
- C. Weekly:
4. Mop apparatus floor
 5. Clean all drains on apparatus floor
 6. Run vacuum in alarm room and Chief's office
 7. Wash all waste and garbage cans
 8. Clean all desks and counter tops.

9. Dust all lockers and furniture in alarm room, Chief's office and apparatus floor.
10. Clean hose tower
11. Clean work bench
12. Wash windows on side door, alarm room window, trophy case, and bathroom mirrors.
13. Clean all toilets, wash basins and sinks.
14. Clean all tile floors.
15. Wash all tile walls including shower room.
16. Clean all kitchen cabinets.
17. Turn mattresses.

D. The following station maintenance shall be performed twice yearly in accordance with the work schedule:

18. Shampoo all rugs
19. Wash all lockers
20. Clean all light fixtures, doors and frames
21. Wash all windows inside and out.
22. Vacuum all beds and frames.
23. Clean wall paneling and drapes.
24. Wash apparatus floor walls.

RESPONSIBILITY

- A. The Shift Supervisors are responsible for supervising the overall cleaning and maintenance of the Fire Stations in their charge.
- B. Shift Supervisors shall coordinate with their counterparts concerning routine station maintenance activities and repair requests.
- C. All firefighters shall carry out all cleaning and maintenance assignments which have been delegated to them.

SUBJECT: STATION ALERTING SYSTEM**SECTION:** 200.03**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 1

PURPOSE

To provide a means of notifying personnel in the Fire Station of emergency alarm information.

POLICY

The alerting systems in the Fire Stations are the Plectron and Minitor alerting systems, as well as the Advisor alpha paging system and Mobil Data Computer System. Any malfunction of the alerting systems shall be reported immediately to the Shift Supervisor, who shall contact the Assistant Chief in order to coordinate efforts with the Hamilton County Communications Center.

SCOPE

Alarm notification shall be made by the Hamilton County Communications Center by use of the above described alerting systems.

PROCEDURE

- A. The Plectron System is to be left ON at all times.
- B. The volume controls on the Plectron and amplifier shall not be changed without the approval of the Shift Supervisor. The Shift Supervisor will notify the Chief of the reasons for the change.
- C. Reset the Plectron indicator light on the unit by use of the appropriate reset switch as needed.

RESPONSIBILITY

It shall be the responsibility of all members to adhere to this policy and to maintain their personal alerting equipment in functional order.

SUBJECT: PURCHASING PROCEDURES**SECTION:** 200.04**REVISED:** APRIL 4, 2011**PAGE(S):** 2

PURPOSE

To familiarize all members with the purchasing procedures for the City of Reading.

REFERENCES

1. *The Ohio Revised Code.*
2. *The Codified Ordinances of the City of Reading, Ohio.*
3. *City of Reading Auditor's Office.*

POLICY

- A. No purchase shall be made without permission from the Fire Chief, or as designated in his/her absence.
- B. No purchase shall be made without the issuance of a requisition and first obtaining a Purchase Order Number.
- C. A receipt shall be obtained for all purchases and forwarded to the Fire Chief.
- D. Any invoices or shipping papers related to any purchases received shall be reconciled and forwarded to the Fire Chief.
- E. Local purchasing is encouraged. Any local vendor offering a product/service at a level of up to 15% higher than an out of town competitor, the award should be given to the local vendor.

PROCEDURE

- A. Purchases under \$100.00.
 1. Blanket Purchase Orders are maintained for one (1) month periods for the City of Reading on line items, (i.e. apparatus parts and hardware). Local purchasing is encouraged. Any local vendor offering a product/service at a level of up to 15% higher than an out of town competitor, the award should be given to the local vendor.
 - a. Sign for purchase

- b. Obtain a receipt
 - c. Turn receipt in to Fire Chief.
2. Vendors who do not maintain a Blanket Purchase Order:
- a. There are two (2) ways to make purchases that range in price under \$100.00.
 - 1. Use of City (department) credit card
 - a. Obtain department credit card from the Fire Chief.
 - b. Obtain a receipt
 - c. Turn receipt in to Fire Chief.
 - 2. Petty Cash
 - a. Obtain petty cash from the Fire Chief.
 - b. Obtain a receipt.
 - c. Turn receipt in to the Fire Chief.
- B.
- 3. Request and complete a Purchase requisition and submit it to the Fire Chief.
 - b. Auditors' Deputy will assign a Purchase Order Number for each requisition submitted by the Fire Chief.
 - c. A PURCHASE ORDER NUMBER must be given to the vendor before any purchase can be made.
 - d. Obtain an invoice.
 - e. Return invoice to Fire Chief.

SUBJECT: National Flag - Anthem**SECTION:** 200.05**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 3

PURPOSE

To provide the necessary information to Fire members concerning those actions and procedures considered proper in dealing with the National Flag or National Anthem.

POLICY

All Fire Department members shall observe and display proper respect toward the National Flag or National Anthem.

STATION PROCEDURE

- A. The United States Flag shall be properly displayed at the top of the flag staff at the Valley and Hilltop Fire Stations every day of the year.
- B. The Flag shall be displayed 24 hours a day by use of an illumination system at night and during poor weather conditions.
- C. During extreme weather conditions such as high winds, flags may be lowered and properly stored to protect and preserve them.
- D. The United States Flag should be displayed above all other flags.
- E. When a flag becomes unfit for service, it shall be replaced with a new flag and the old flag shall be properly disposed of.

HALF-STAFF PROCEDURE

- A. The Flag shall fly at half-staff on the following official days:
 - 1. Peace Officers Memorial Day, May 15th.
 - 2. Memorial Day, last Monday in May (Flag raised to full staff at 1200hrs)
 - 3. Korean War Veterans Day, July 27th
 - 4. Patriot Day, September 11th
 - 5. Pearl Harbor Remembrance Day, December 7th

- B. When flown at half-staff, the flag is first hoisted to the top of the staff, and then lowered to the half-staff position. Before lowering for the day, it is again raised to the top and then lowered.
- C. Pursuant to United States Code Title 36 Section 10, the United States Flag can only be flown at half staff by order of the President of the United States and / or The Governor of Ohio or said State.

FLAG SALUTE

Members shall salute the flag as it passes on all public occasions, ceremonies, or parades; or when it is carried into any building, room or any other place in which they are present. The procedure for properly saluting the flag is as follows:

- A. NOT IN FORMATION, IN UNIFORM; head covered or uncovered, with hand salute.
- B. NOT IN FORMATION, civilian clothes:
 - 1. With head covered; uncover and with right hand hold hat over left breast.
 - 2. With head uncovered, hold right hand over left breast.
- C. INFORMATION, AT A HALT: The command shall be brought to attention and turned to face the flag; the Commanding Officer of the formation and such officers and members not in ranks shall give the hand salute.
- D. IN FORMATION, IN MOTION: The command shall execute eyes right (or left) upon command and the Commanding Officer of the formation and all other officers and members not in formation shall give the hand salute.
- E. IN ALL CASES: The individual, on command, except when in motion, shall face the flag and assume the position of attention. The salute shall be given when the flag has arrived within a distance of six paces and continued until it has passed six paces beyond.

THE NATIONAL ANTHEM

- A. Salutes to the National Anthem shall be rendered in the same manner and the same guidelines shall prevail as for the salute to the National Flag.
- B. The Command shall face the music and render the appropriate salute at the first note of the National Anthem and shall so continue until the last note is sounded.

- C. In cases where the National Anthem is played concurrently with the raising of the National Flag, members shall face the Flag, render the appropriate salute, and shall so continue until the last note of the National Anthem is sounded.

RESPONSIBILITY

- A. It shall be the responsibility of all members of the Fire Department to closely observe the standards set forth in this policy.
- B. On-duty Officers will be responsible for the proper display of the National Flag at the Valley and Hilltop Fire Stations.

SUBJECT: Equipment Loan Out**SECTION:** 200.06**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 1

PURPOSE

To provide assistance to other agencies by allowing them to use Fire Department equipment on a temporary loan out basis.

POLICY

- A. The loan out of Fire Department equipment to City employees or Agencies requires approval of the Shift Supervisor.
- B. The loaning out of Fire Department Equipment to outside Agencies shall require the approval of the Fire Chief.
- C. Equipment shall be loaned out for a period of not longer than 24 hours. Exceptions must have the approval of the Fire Chief.

PROCEDURE

- A. Members who receive a request for a loan out of Fire Department equipment shall notify the Shift Supervisor or the Fire Chief.
- B. The Chief may approve or disapprove the loan out of Fire Department equipment.
- C. A Fire Department Equipment Loan Out Form shall be completely filled out on each piece of equipment which is loaned out.
- D. Equipment Loan Out Forms shall be kept on file in the alarm room.
- E. When previously loaned equipment is returned, the person receiving the returned equipment shall complete the Equipment Loan Out Form and it shall be retained on file in the alarm room.

SUBJECT: Outside Maintenance**SECTION:** 200.07**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 2

PURPOSE

To establish guidelines for acceptable outside maintenance at the Fire Department facilities.

POLICY

The grounds and yard areas of the Fire Department facilities (i.e. Fire Stations) shall be kept clean in such a manner as to insure a neat and desirable appearance.

PROCEDURE

The various maintenance procedures are normally performed by the City Maintenance Department. Fire Department members shall perform the following maintenance activities:

- A. Daily
 - 1. Check for and pick up any trash.
 - 2. Remove snow on walks and drive as prescribed. Salt ice as needed to prevent slips and falls.
- B. Weekly
 - 1. Hose down ramps.

RESPONSIBILITY

- A. The overall responsibility for coordination of the outside maintenance program within the Fire Department rests with the Maintenance Officer, having the administrative responsibility for Buildings and Grounds Maintenance.
- B. The Buildings and Grounds Maintenance shall coordinate with the City Maintenance Department to manage the yard maintenance for the Fire Department facilities.

- C. Shift Supervisors shall insure that the members of their particular shifts abide by Departmental maintenance standards.
- D. Shift Supervisors shall insure that the yard and grounds of the Station are kept neat and clean.
- E. Any problems that may arise with the City services for yard maintenance shall be brought to the attention of the Fire Chief, through chain of command.
- F. The firefighters on duty will carry out the prescribed maintenance activities.

SUBJECT: Miscellaneous Station Duties**SECTION:** 200.08**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 1

PURPOSE

To provide additional services to the general public utilizing the Fire Department Station as the dispensing point for such services.

POLICY

The Fire Department shall provide additional public services, within its scope of normal activity, on a routine basis at the Fire Station.

BLOOD PRESSURE CHECKS

Whenever a member of the general public comes into the Fire Station requesting a blood pressure check, the on-duty Fire Department members shall be guided by the following:

- A. Invite the person into the Station to be seated where it will be most convenient.
- B. Obtain a blood pressure cuff and stethoscope.
- C. Take the person's blood pressure and inform them of the reading obtained. Assure patient does not have any associated symptoms.
- D. Fill out Citizen BP Log if citizen desires.
- E. Secure equipment upon completion.

GIVING DIRECTIONS

Whenever a member of the general public comes into the Fire Station requesting directions, the on-duty Fire Department members shall be guided by the following:

- A. Give clear and concise directions.
- B. Obtain a local map to illustrate directions, if necessary.
- C. Members shall be helpful and courteous at all times.

SUBJECT: PROTECTIVE CLOTHING – BIN ASSIGNMENTS**SECTION:** 200.09**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 1

PURPOSE

To provide a system for assigning protective clothing bins to all Fire Department Personnel.

POLICY

- A. Every Fire Department member shall be assigned a protective clothing bin.
- B. No member shall permanently occupy more than one protective clothing bin per Fire Station.

PROCEDURE

- A. The Chief shall take action and provide said member with a bin and coordinate with the Shift Supervisors of the other shifts (who are assigned to the same station) in order to avoid confusion.
- B. No member may PERMANENTLY occupy more than one equipment bin per station.
- C. Members shall not use another member's bin for any reason, unless prior permission has been given by the member.
- D. It shall be the responsibility of the member to keep the bin organized and clear of items not associated with protective clothing/equipment.

SUBJECT: PERSONAL LOCKERS**SECTION:** 200.10**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 1

PURPOSE

To provide a system which insures that all live-in and paid personnel are assigned a locker.

POLICY

- A. Every full-time and part-time member shall be assigned a locker.
- B. No more than one (1) individual may be assigned to a single locker.
- C. All lockers shall have a name card for identification purposes.
- D. Lockers must be secured at the expense of the individual assigned to a particular locker.
- E. The Fire Chief will have the right to inspect any locker he deems necessary, with the individual present.
- F. No materials may be attached to the outside of the locker EXCEPT for a name tag.
- G. No inappropriate or offensive materials may be attached on the inside of the locker.

PROCEDURE

- A. Any full-time and part-time member that has not been assigned a locker shall notify his Shift Supervisor so that an assignment can be made.
- B. Members shall not use another member's locker for any reason unless prior permission has been obtained.

SUBJECT: Telephone Use	SECTION: 200.11
REVISED: FEBRUARY 15, 2008	PAGE(S): 1

PURPOSE

To properly manage telephone usage for personal calls during Fire Department work hours.

POLICY

- A. Personal calls shall not normally be made on Fire Department business telephone lines.
- B. The Shift Supervisor may allow brief personal calls on Department business lines if such conditions exist to warrant such calls and as long as no toll charges will be incurred by or charged to the City of Reading.
- C. During business hours (0800 to 1700), except during mealtimes and/or regular recognized breaks, members shall avoid making personal calls unless they have permission from the Shift Supervisor.
- D. No personal calls on the phone are to last longer the ten (10) minutes in duration.

RESPONSIBILITY

All members are responsible to utilize good judgement and abide by Departmental policy concerning telephone usage.

SUBJECT: STATION LIBRARY
REVISED: FEBRUARY 15, 2008

SECTION: 200.12
PAGE(S): 2

PURPOSE

To maintain an up-to-date fire service reference library and allow full access to same by all members of the Fire Department and other authorized personnel.

POLICY

- A. The Reading Fire Department will maintain at the Fire Station a reference library of fire service and E.M.S. books, videos, DVD's, etc.
- B. The training aids can be transferred from this Department to another only, with the approval of the Fire Chief. Said transfer shall only be made when the Equipment Loan Form is filled out.
- C. The training aids cannot be loaned or taken from the Fire Station except as stated above.

PROCEDURE

- A. The Fire Chief shall:
 - 1. Allow or deny the transfer of training aids from this Department to another Department.
- B. The Company Member shall:
 - 1. Take reasonable care not to damage the training aids.
 - 2. Not remove training aids from the Station without prior consent of the Shift Supervisor and then completing the proper forms.
 - 3. Return training aids to library on the date promised.
 - 4. Cause the repair of damaged training aids.
 - 5. Shall see that the Equipment Loan Form is filled out completely when loaning or receiving a training aid that has been loaned.

RESPONSIBILITY

- A. The Fire Chief, and/or Training Officer will have full authority regarding the content of the Station library.
- B. The Fire Chief will have authority of allowing transfer of training aids from this Department to another.
- C. The training Officer shall have the following responsibilities:
 - 1. The overall supervision of the Station library.
 - 2. The overall serviceable condition of the Station Library.
 - 3. Forward all recommendations for additions or deletions to the Fire Chief.
 - 4. Report to the Fire Chief any missing or damaged training aids.

SUBJECT: APPARATUS MAINTENANCE**SECTION:** 201.01**REVISED:** OCTOBER 1, 2007**PAGE(S):** 3

PURPOSE

These guidelines will establish a maintenance program to ensure the service and repair of department vehicles and apparatus for safe operating conditions and readiness for response at any time.

POLICY

Fire Department personnel may complete minor repairs and service on Fire Department vehicles.

Fire Department members shall perform the daily and weekly checks of apparatus and equipment as specified on the Apparatus Daily Check Sheet.

Fire Department members shall perform the cleaning and routine maintenance of all emergency vehicles.

SERVICE TIME INTERVALS

Maintenance procedures, according to the manufacturer, to service and provide preventive maintenance shall be provided at least annually on all vehicles and apparatus. Such procedures will be provided more frequently pursuant to manufacturer's recommendations, or as usage and generally recognized service practices dictate. The service time intervals will be maintained in Firehouse Software by the maintenance officer.

APPARATUS AND EQUIPMENT INSPECTIONS

Apparatus and equipment inspections shall consist of three levels as follows:

- Level 1 – minimum level of checking and should be performed only if truck has not moved in the preceding day and a level 2 check has been done in the previous 2 days.
- Level 2 – this check incorporates the preventive maintenance prescribed after ten hours of use by the manufacturer.

- Level 3 – complete inspection as prescribed by the manufacturer including pumps, aerial ladders, valves, generators. Normally done on Sunday's.

Daily and weekly inspections shall be done promptly at shift change. Daily and weekly inspections shall follow and be recorded on the apparatus check sheet.

All deficiencies shall be corrected when found. The shift supervisor must be notified when deficiencies cannot be corrected during the shift. The shift supervisor shall use the Work Order form to advise the maintenance officer of a deficiency that is beyond the shift's ability to repair.

Apparatus shall be checked and all necessary maintenance performed after each use.

When necessary to remove apparatus and/or vehicles for service for repairs or maintenance, follow those procedures listed in Vehicle Repair and Service Procedures.

All apparatus shall be maintained in good operating condition and kept cleaned at all times.

All services, description of work performed, cost, material, labor and parts shall be logged into Firehouse by the on duty shift supervisor.

SAFETY INSPECTION

Designated fire apparatus shall have annual safety inspections by a reputable contractor.

APPARATUS ASSIGNMENTS

Unit One – E83, Newest squad, E84, and SU83.
Unit Two – E283, Oldest squad, Trailer, and 8301.
Unit Three – T84, ALS83, Ahrens Fox, and 8302.

APPARATUS CLEANING

Daily washing and detailing (interior/exterior) for all apparatus shall be the responsibility of each unit to maintain, day-to-day as needed. Officers should make every effort to see that vehicles are cleaned and returned to service after runs, when appropriate.

The apparatus assignments are for "special care" needs of the apparatus: waxing, painting, compartments, tools and auxiliary equipment on a semi-annual basis.

Special care also included lubrication of pump intake and discharge valves (minimum twice/year).

Units shall pay attention to the special needs of their assigned apparatus throughout the year with special attention in September and April of each year.

Vehicles shall be waxed as needed. Generally, all vehicles will be waxed in September, with the three EMS vehicles, E83, 8301, and 8302 being waxed in April.

Enter special vehicle care in Firehouse under the maintenance section for the vehicle as job 405 "Special Care."

RESPONSIBILITY

The overall responsibility for vehicle and apparatus maintenance rests with the Maintenance Officer.

Shift supervisors are responsible for proper maintenance of the apparatus and vehicles which are utilized by Fire Department Operations.

Shift supervisors are responsible for supervising apparatus maintenance activities and insuring that these activities are carried out properly when done by their Unit.

Operators are directly responsible for the care and maintenance of the apparatus and vehicles under their charge.

All members are responsible to properly carry out any apparatus maintenance assignment which they may receive and to properly care for all Fire Department apparatus and vehicles which they may utilize.

SUBJECT: APPARATUS “OUT OF SERVICE” CRITERIA**SECTION:** 201.02**REVISED:** OCTOBER 1, 2007**PAGE(S):** 2

PURPOSE

The purpose of this policy is to establish criteria for when fire apparatus is to be taken out of service. The criteria is specific to the presence of defects and deficiencies that reduce the operational safety and performance of our apparatus below levels established in 49 CFR, part 390, “Federal Motor Carrier Safety Regulations”; applicable federal, state, and local regulations; applicable nationally recognized standards; manufacturers’ recommendations; and Reading Fire Department Maintenance Guidelines.

POLICY

Any Reading Fire Department apparatus found, during operation or during any inspection, to have any of the following deficiencies or defects shall be taken out of service until repairs are made. Any vehicle involved in any type of accident requires an immediate inspection.

The Fire Chief shall be notified immediately before moving the apparatus and that the apparatus is out of service. If the parked apparatus creates a safety or traffic hazard, seek approval from the mechanic or Fire Chief to move the apparatus to the closest area of safety.

ENGINE

1. Major coolant leak.
2. Engine unable to maintain proper temperature (i.e. overheating).
3. Major oil leak.
4. Low engine oil pressure. (Gauge in red zone or low oil pressure indicator)
5. Contaminated coolant or oil (i.e. oil in coolant, fuel in oil, coolant in oil, or coolant in transmission fluid).
6. Fuel leak.

TRANSMISSION

1. Automatic transmission overheats in any range.
2. Transmission has major leak.
3. Transmission will not go into lockup for fire pump operations.
4. Transmission fluid contaminated with coolant.

ELECTICAL SYSTEM

1. Alternator not maintaining voltage less than 12.5 volts.
2. Battery gassing excessively.
3. Headlights out.
4. More than 3 emergency lights are out.

BRAKING SYSTEM

1. Any audible air leak with park brake released.

2. Any audible air leak with park brake released and service brake applied.
3. Vehicle pulling when brakes applied.
4. Compressor will not build air pressure.
5. Parking brake will not hold truck.
6. Shoes, drums, pads worn beyond manufacturer's minimum specifications.
7. Shoes or pads with oil contamination.
8. Exclusive brake stroke

CREW CAB AREA

1. Broken cab mounts.
2. Cut, broken or excessive wear of seat belts. (latches not holding or releasing properly)
3. Cracked or broken windshield obstructions (line of vision).
4. Inoperable windshield wipers.

CHASSIS, AXLES, STEERING, & SUSPENSION SYSTEMS, DRIVE LINE, WHEELS & TIRES

1. Tires cut to cords, audible air leak, flat or excessive low pressure.
2. Tires with tread depth less than 4/32 on steer axle.
3. Tires with tread depth less than 2/32 on drive axle.
4. Cracked or broken springs.
5. Cracked or broken spring hangers.
6. Loose steering system components.
7. Cracked rims.
8. Missing lug nuts.
9. Major leaks on power steering system.
10. Use of tow truck to free a stuck vehicle.

FIRE PUMP

1. Pump test results fall below 90% of the original rating of the fire pump, in accordance with NFPA 1911 standards.
2. Pump will not engage manually and/or air/electrically.
3. Pressure control system inoperable.
4. Pump transmission components have major leak.
5. Pump panel throttle/pressure controls inoperable.
6. Water tank has major leak.

AERIAL DEVICE SYSTEMS

1. Power take-off will not engage.
2. Stabilizer system inoperable.
3. Stabilizer has physical damage.
4. Aerial device defective or damaged.
5. Hydraulic system is leaking or defective.
6. Cable sheaves defective.
7. Cables frayed.
8. Aerial device structurally deformed or damaged.
9. Torque box/turntable fasteners broken or missing.
10. Excessive heat indication (aluminum aerial only)

SUBJECT: VEHICLE REPAIR AND SERVICE PROCEDURE**SECTION:** 201.03**REVISED:** OCTOBER 1, 2007**PAGE(S):** 2

PURPOSE

This guideline provides a mechanism for repair and service of Fire Department vehicles and apparatus and maintains vehicles and apparatus in a safe and sound mechanical condition.

POLICY

Whenever the needed repair of vehicles is beyond the capabilities of Fire Department Personnel, the city garage will complete the service and repairs or an outside agency may be contracted with to complete the necessary repairs.

PROCEDURE

A Service Request Work Order Form is completed and signed by the person requesting the repair and then forwarded to the Maintenance Officer. The appropriate entries shall be made into the Day Log and Apparatus Daily Check Sheet.

The Shift Supervisor shall coordinate with the Maintenance Officer to arrange scheduling for routine repairs.

Upon completion of repairs and when the vehicle is returned to service, appropriate entries shall be made into Firehouse Software Apparatus Daily Check Sheet, and Day Log.

EMERGENCY REPAIRS

Whenever emergency repairs are necessary for a Fire Department vehicle, members shall be guided by this policy and by "Apparatus Out of Service Criteria SOG. The Fire Chief shall be notified.

Shift Supervisor shall arrange for emergency repairs. Emergency repairs of a minor nature may be completed by Fire Department members when operating in the field.

When city mechanics are off duty, the Fire Chief may contact said Public Works Chief and recall to duty the appropriate number of mechanic(s) necessary to complete the emergency repairs.

The Shift Supervisor, if the Fire Chief is unavailable, may contact the Public Works Chief to effect whatever emergency repairs are necessary or to tow the Fire Department vehicle to a secure location.

Appropriate entries shall be made into Firehouse Software, Apparatus Daily Check Sheet, and Day Log.

RESPONSIBILITY

The overall responsibility for vehicles and apparatus service and repair rests with the Maintenance Officer.

The overall responsibility for scheduling service and repairs of Fire Department vehicles and apparatus rests with the Maintenance Officer.

The shift supervisors are responsible for insuring that Fire Department policies are followed concerning apparatus repairs and services on their respective Units.

The Maintenance Officer shall be responsible for verifying the need for service and/or repair of apparatus and vehicles.

Shift supervisors and the Maintenance Officer shall coordinate with each other concerning the scheduling of service and repairs.

Members who operate Fire Department vehicles and/or apparatus shall be responsible to notify their shift supervisor of the need for service or repair.

SUBJECT: APPARATUS TESTING	SECTION: 201.04
REVISED: OCTOBER 1, 2007	PAGE(S): 1

PURPOSE

To establish a means for performance testing of critical vehicle components as recommended by nationally recognized standard or manufacturer recommendation.

PROCEDURE

The following testing will be completed as indicated:

ELEVATED PLATFORM TEST – Will be conducted at least annually either by Maintenance officer, or those organizations or individuals contracted jointly with other area fire departments, qualified to perform such tests. Conducted tests shall be as prescribed by the referenced publication(s) and the manufacturer. Copies of test results and/or certificates shall be held in the apparatus file.

PUMP TESTING – Will be conducted in September of each year by the Maintenance Officer. Conducted tests shall be as prescribed by the referenced publication(s) and the manufacturer. Tests results will be recorded in Firehouse Software, and held in the apparatus file until such time as the apparatus is removed from service.

RESPONSIBILITY

It shall be the responsibility of the Maintenance Officer to conduct the testing identified herein.

REFERENCES

NFPA Publications

NFPA 1911 Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus

Ohio, State of, Bureau of Workers' Compensation, Division of Safety & Hygiene

Ohio Administrative Code, Chapter 4123:1-21-04, Automotive Fire Apparatus

SUBJECT: WARNING DEVICES**SECTION:** 201.05**REVISED:** OCTOBER 1, 2007**PAGE(S):** 2

PURPOSE

To establish guidelines for use of warning devices on Fire Department emergency vehicles.

POLICY

The Fire Department shall utilize warning devices on emergency vehicles in accordance with those criteria established under the Ohio Revised Code. (See `Authority`.)

AUTHORITY

Ohio Revised Code authorizes the use of red lights and sirens on Fire Department vehicles during response to emergency situations. Emergency situations are defined as those situations where life and/or property are directly endangered.

EMERGENCY OPERATIONS

- A. **EMERGENCY VEHICLES:** Shall be operated on an emergency basis only when all warning devices are in continuous operation.
- B. **RED LIGHTS:** Red lights on Fire Department apparatus shall be kept in operation while responding to alarms or when necessary while working at emergencies.
- C. **SIREN:** The siren shall be operated through its full range of sound (both high and low) during emergency responses. Discretion may be used while responding on streets void of traffic, late at night, or while on final approach to an emergency scene where other emergency vehicles are converging.
- D. **HEADLIGHTS:** Apparatus headlights shall be kept in operation during all emergency responses day or night and when necessary, while working at emergencies.
- E. **AIR-HORN:** May be used in connection with the siren being sure that siren is operated from the high to low pitched sound. (The air horn is not to be used in a manner which will exclude the siren.)

- F. FREEWAYS: Warning lights will be used on all expressway responses.

NON-EMERGENCY OPERATIONS

- A. Vehicles responding to non-emergency type incidents, such as public assists, shall not use red lights and siren.
- B. Siren will not be used to back into apparatus bay.
- C. During station tours, apparatus demonstrations, etc., red lights and sirens can be used as part of the demonstrations as long as it is determined to be safe and not confusing to adjacent motorists and citizens.
- D. Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.
- E. When the apparatus is parked on a public street, the four-way amber flashers and/or arrow stick, if equipped, may be utilized to warn passing motorists of its presence.
- F. When responding from stations located in residential areas and/or when responding through residential areas during the night time or early morning hours, care must be taken to avoid excessive use of apparatus sirens.

REFERENCES

Ohio Revised Code §4511

SUBJECT: FUELING PROCEDURE	SECTION: 201.06
REVISED: OCTOBER 1, 2007	PAGE(S): 3

PURPOSE

These guidelines will establish a fueling program to provide for the safe dispensing of fuels into tanks and containers for such containment and transportation.

PROCEDURE

Diesel fuel is normally obtained from the city garage. Fill out a fuel ticket and turned into the shift supervisor. The usage shall be entered into Firehouse Software and on the daylog.

Gasoline is normally obtained from United Dairy Farmers at 9203 Reading Rd.

The attendant at the counter maintains a card for our use. You only need to provide your PIN# to complete the transaction (fuel only). Your PIN# is your assigned radio designation, ie: FIRE CHIEF'S = 8301 A/C's = 8302 and so on. Any fuel purchased shall be recorded to current policies. PIN#s have only been assigned to Full-Time staff...in the event an assignment for fueling is necessary by a POC member, the person making the assignment shall share his/her PIN#.

It is possible that due to operating hours, availability of certain fuels (i.e. diesel), traveling out of town, and other factors or circumstances, fuel may have to be obtained at other sites operated by or honoring the credit charge system that is used for fleet sales.

Fuel in apparatus or vehicle tanks shall be replenished when **below ½ full** to maintain their highest state of readiness. Replenishment to full may take place when above ½, but should not constitute a special trip for the sole purpose of re-fueling.

At the motor fueling station it is absolutely necessary to assure that the proper type and grade of fuel is going to be dispensed before the actual dispensing ensues. Fuel shall only be dispensed from the stationary dispensers as provided by the motor fueling station. All regulations, prohibitions, restrictions, warnings and notices as posted at the motor fueling station and as required by law and code shall be followed and adhered to when dispensing fuel. If at any point during the fueling process it is determined that the improper fuel (i.e. gasoline in a diesel motor powered vehicle) has been dispensed, immediate steps shall be taken to prevent the starting of the vehicle, or equipment, and until such time as authorized by the Maintenance Department as to how to proceed.

At the completion of the fueling, the credit charge card shall be submitted to the attendant for payment of the product. The receipt for the provider shall be signed and another receipt for fire department records shall be received from the attendant. A comparison of the gallons dispensed and cost of the product shall be confirmed to assure that the receipts match the dispenser.

Dispensing fuel into portable containers shall be for the purpose of fueling equipment including, but not limited to, saws, generators, portable pumps, and snow blowers. Such containers shall be no larger than five gallons, and should be equipped with self-closing lids, nozzles, or valves. Immediately following fueling into a portable container, a fuel stabilizer additive shall be added to the container to aid in keeping fuel systems clean and operating properly. The brand name fuel stabilizer provided shall be dispensed according to the directions on the container or the equipment manufacturer instructions.

Two cycle motors on equipment may also require adding lubricating oil to the fuel container. The container specific to that piece of equipment, or the piece of equipment itself, should be consulted for the type, grade, and quantity of oil to be added.

Emergency dispensing of fuel into apparatus and vehicle tanks may occur at a location other than a motor fueling station. Such emergency dispensing would occur because apparatus at an emergency scene are at low levels, or some similar circumstance would exist. Emergency fuel dispensing would be performed under the following conditions:

1. The source of the fuel would be of the type, quality, and grade to meet performance standards.
2. The source of the fuel would be from a provider of military, public fleet, or highly reputable private fleet fuel sales.
3. During the dispensing, one person shall be designated to establish a fire watch. This person shall be located a safe distance from the dispensing point and equipped with the appropriate type and size fire extinguisher.
4. Extraordinary measures shall be taken to control all sources of ignition (motors shut off, electrical switches turned off, no smoking allowed, hot surfaces protected or cooled, etc.).
5. Static electricity can ignite flammable and combustible vapors. Steps should be taken through bonding, grounding, or both, to prevent the hazardous accumulation of static electricity.
6. If dispensing fuel by gravity (such as from portable containers), the nozzles should be of the approved self-closing type.
7. Pumps used to dispense fuel shall be of the type meeting the ANSI/UL 87 Power Operated Dispensing Devices for Petroleum Products, 10th edition. (Such information is normally provided on the pump manufacturers' information plate/block.)

8. Record on the fuel usage form all pertinent information. Include a notation of the name of the source.
9. Collect a receipt, or other written record, that states at least the type of fuel, quantity, and cost. (Do not duplicate information if the fuel has already been recorded in other City of Reading records.)

SUBJECT: RESERVE APPARATUS	SECTION: 201.07
REVISED: OCTOBER 1, 2007	PAGE(S): 2

PURPOSE

To properly maintain reserve apparatus in such a manner that it may be placed into service in the event that first line apparatus becomes inoperable or is taken out of service for any reason.

To outline the procedures in placing first line apparatus out of service and reserve equipment into service.

POLICY

Reserve apparatus shall be maintained in the same manner as first line apparatus. Reserve apparatus shall be equipped in such a manner so as to enable said apparatus to be placed into service on a moment's notice. Equipment located on reserve apparatus shall be maintained in the same manner as first line equipment. If equipment is removed from reserve apparatus, the Shift Supervisor and the Fire Chief shall be notified.

PROCEDURES

When a first line engine (E83) is placed out of service and a reserve engine (E283) takes its place, the reserve engine will adopt the first line engines radio call sign. All portable radios and passports from the first line engine will be transferred over to the reserve engine. Additional equipment will be moved to the reserve engine depending on amount of time the first line engine will be out of service. Hamilton County Communications Center will be notified that E283 is out of service for mechanical. If the first line engine is to remain out of service for a lengthy time, E84 will be moved to Valley Station and will adopt E283's radio call sign and E283 will be placed back available with Hamilton County Communications Center.

When the ALS83 is placed out of service and S83 takes it place, S83 will adopt the ALS83's radio call sign. All portable radios and necessary equipment will be transferred over to S83. S84 will be moved to the Valley Station and become S83. Hamilton County Communications Center will be notified that S84 is out of service for mechanical.

When S83 is placed out of service and S84 takes it place, S84 will adopt S83's radio call sign. Necessary equipment, such as the LP12, will be transferred over to S84.

Hamilton County Communications Center will be notified that S84 is out of service for mechanical.

RESPONSIBILITY

Overall responsibility for disposition of reserve apparatus rests with the Fire Chief.

Shift Supervisors are responsible to insure that reserve apparatus and equipment are maintained in the same manner as first line apparatus and equipment.

Shift Supervisors are responsible to ensure that all apparatus are placed in and out of service as described in this procedure.

Operators and all other members are responsible for the maintenance of reserve apparatus and equipment.

SUBJECT: DRIVERS OF CITY VEHICLES	SECTION: 201.08
REVISED: OCTOBER 21, 2007	PAGE(S): 2

PURPOSE

To insure the life safety of all members of the Reading Fire Department and all citizens when responding to the emergency scene.

DRIVER LICENSE

All members of the department shall have a valid driver's license. All members shall furnish proof of their possession of a valid driver's license anytime that they are requested by a supervisor to do so. Fire Chief will check the driver's license of each member throughout the course of the year to determine that each member possesses a valid driver license. Members shall report any change in the status of their driver's license to the Fire Chief. Any member who has his license suspended shall notify the Fire Chief immediately and shall not be allowed to drive or operate a vehicle until his license has been restored. Any member convicted of a moving violation or points assigned otherwise shall report it to the Fire Chief.

All vehicles shall be operated in a safe and prudent manner, and all drivers shall comply with all traffic laws and the applicable rules and regulations of the department.

No driver shall move a vehicle until all persons in it are in an approved riding position and are properly secured.

Drivers responding to emergencies shall comply with the provisions of SOG, Emergency Response.

A driver shall *not* back a vehicle unless his view is clear and unobstructed. Apparatus and ambulances shall not be backed unless there is at least one spotter to the rear of the apparatus to assist in the operation.

RESPONSIBILITIES

Drivers shall be directly responsible for the safe and prudent operation of their vehicles in all situations.

When a driver is under the direct supervision of an officer, the officer shall be responsible for the actions of the driver.

The fire department safety officer shall monitor the status of all the members of the department to ensure that all those who drive and operate vehicles have had the proper training, possess valid driver's license, are insurable, and have had a defensive driving course.

Drivers shall be responsible for ensuring that all of their vehicles' safety equipment is functioning properly and that their vehicles are safe to drive prior to operating them.

ACCIDENTS

The driver of a motor vehicle shall immediately notify the shift supervisor and the appropriate law enforcement agency if he is involved in an accident. All reports and information concerning the accident shall be forwarded to the Fire Chief for review.

The shift supervisor shall notify the Fire Chief whenever an accident involves an injury, fatality, or major damage to a vehicle.

SUBJECT: ACCIDENTS TO CITY VEHICLES**SECTION:** 201.09**REVISED:** OCTOBER 24, 2007**PAGE(S):** 2

PURPOSE

To provide policy and guidelines for the proper management of accidents involving city owned vehicle.

POLICY

- A. All accidents involving city owned vehicles driven by Fire Department members shall be reported to their immediate supervisor and through the channels to the Fire Chief while still on the scene of an accident.
- B. A City of Reading Incident Report Form shall be completed and submitted to the Fire Chief prior end of assigned shift or employee's release from detail if off-duty.

PROCEDURE

- A. If the accident is minor in nature, involving only damage to Fire Department apparatus, the driver of that apparatus shall notify the shift supervisor and complete a City of Reading Incident Report Form and submit it to the Fire Chief.
 - 1. If a police report was filed, obtain a copy to accompany the Incident Report Form. If no police report is completed, obtain the necessary information to complete the Incident Report Form.
- B. If the accident is serious or involving damage to property not belonging to the City of Reading Fire Department, the person in charge shall stop and act as follows:
 - 1. Notify the fire dispatcher of the accident and have another company dispatched if necessary.
 - 2. The vehicle involved in the accident shall not be moved until a law enforcement officer arrives or until ordered by a fire department ranking officer.
 - 3. Leave at least one member of the Fire Department at the scene of the accident with radio if possible, to use his best judgment in giving first-aid,

obtaining additional help, clearing the street, avoiding further damage to the apparatus or equipment, and await the arrival of the Police.

4. Members shall be careful to report the exact manner of the accident or circumstances, giving the cause, time, auto license number, owner name, address and telephone number, the name of witnesses and the disposition of persons or apparatus, and any other information that may be helpful in recording the facts.
5. The Reading Police Department shall be notified of any accident involving Municipal vehicles while in or out of the City of Reading. It will be the shift supervisor's decision whether a Reading Police Officer responds.
6. The Officer in Charge shall be notified as soon as possible of any accident involving Fire Department vehicles.
7. The Officer in Charge shall have all members present at the accident fill out a City of Reading Incident Report Form and forward them to the Fire Chief prior the end of assigned shift or release from detail if an off-duty response.
8. A copy of the Police report shall be obtained by the Officer in Charge and forwarded to the Fire Chief.
9. The Officer in Charge shall use his judgment as to placing the vehicle out of service.

SUBJECT: EQUIPMENT REPAIRS**SECTION:** 202.01**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

PURPOSE

To provide Fire Department members with safe equipment which is in a state of good repair.

POLICY

- A. Fire Department members may perform equipment repairs of a minor nature when possible or to appropriate level as trained.
- B. The City Maintenance Division shall perform major repairs on equipment when possible.
- C. When necessary, outside agencies may be contracted with to perform equipment repairs. This process is managed and coordinated by the Fire Department.

PROCEDURE

- A. When the need for equipment repair is recognized by a member, said member shall notify the shift supervisor.
- B. If the necessary repair work is of a minor nature and can be completed by Fire Personnel, then the Company Officer shall delegate and supervise said repair work.
- C. If the necessary repair work will require extensive repairs (repair work of more than a minor nature) then the shift supervisor shall refer the repair to the appropriate fire department member by using the referral form.
- D. The Maintenance Officer shall coordinate with the City Maintenance Division or outside agency to schedule equipment repairs.

PROCEDURE

When emergency repairs are needed the Shift Supervisor shall have the responsibility to insure that such repairs are made.

RESPONSIBILITY

- A. Overall responsibility for managing the repair of Fire Department equipment rests with the Maintenance Officer.
- B. Shift Supervisors shall coordinate with the Maintenance Officer and/or Fire Chief to schedule equipment repairs.
- C. Shift Supervisors shall monitor the condition of the equipment assigned to the Station and insure that any necessary equipment repair is expedited.
- D. Shift Supervisors shall supervise those minor equipment repairs made by Fire Department members.
- E. Shift supervisors shall coordinate with their counterparts concerning equipment repair.
- F. Shift supervisors shall notify the Maintenance Officer when equipment repairs are necessary by use of the Referral form
- G. Members shall monitor the condition of Fire Department equipment and shall notify the Shift Supervisor of needed repairs. They may make minor repairs as directed, if possible.

SUBJECT: EQUIPMENT OUT OF SERVICE**SECTION:** 202.02**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

PURPOSE

To maintain an orderly system of placing equipment out of service.

POLICY

- A. Fire Department equipment may be placed out of service for replacement, repairs safety or routine service reasons.
- B. Unit Officers may, at their discretion, place equipment out of service as the immediate need may arise.
- C. When any piece of equipment, which is critical to emergency operations, is placed out of service, notification to the Chief shall be made by the Shift Supervisor, and by filling out a City of Reading Work Order Form.
- D. Shift members shall communicate and coordinate with their counterparts concerning out of service equipment and a notation made on the Day Log.
- E. Members shall notify their Shift Supervisor whenever they detect problems with equipment which may indicate the need to remove such equipment from service.

PROCEDURE

- A. Members shall notify their Shift Supervisor of conditions which may warrant equipment being removed from service.
- B. Shift Supervisor may take equipment out of service in accordance with Departmental policy
- C. Shift Supervisors shall make all appropriate notifications and shall coordinate with their counterparts concerning out of service equipment.
- D. The Shift Supervisor shall make notifications and coordinate with the Maintenance Officer.

- E. The Maintenance Officer shall coordinate and/or schedule the repair and/or replacement of out of service equipment.

RESPONSIBILITY

- A. The Maintenance Officer is responsible for the overall management of out of service equipment problems. He shall manage said problems in such a manner so as to facilitate the timely return of said equipment to service or provide replacement equipment.
- B. Shift Supervisors are responsible to place any equipment out of service which, in their opinion, may be unsafe. They shall also forward notification (according to Departmental policy) of any unsafe equipment or any equipment requiring extensive repairs, to the Maintenance Officer.
- C. Shift Supervisors are responsible to remove from service any equipment which, in their opinion, may be considered unsafe. They are also responsible to make proper notifications and to coordinate with their superiors and peers in accordance with Departmental policy.
- D. Members are responsible for notifying their Shift Supervisor prior to taking any piece of equipment out of service for routine maintenance.
- E. All members are responsible for notifying their immediate supervisors of safety conditions which may warrant placing equipment out of service.

SUBJECT: RADIO COMMUNICATIONS**SECTION:** 202.03**REVISED:** FEBRUARY 12, 2008**PAGE(S):** 3

PURPOSE

To familiarize all members with the basic procedures for using radio communications.

POLICY

Members shall use the radios for official use only and in accordance with the standards set forth by the Reading Communications Center and the F.C.C.

PROCEDURE

- A. When using the radio, keep your mouth close to the microphone, speaking distinctly and slowly.
- B. Always speak SOFTLY into the microphone. Speaking too loud will distort the signal so that it becomes unreadable.
- C. All communications, regardless of their nature, should be restricted to the minimum practical transmission time.
- D. Emotion tends to distort the voice and render it unintelligible. STAY CALM!
- E. Members shall use "plain language" instead of radio codes, with no exceptions.
- F. Always wait until the frequency is "clear" before making a transmission.
- G. When making a transmission, always give your radio designator FIRST followed by the radio designator being called.
- H. When responding on an alarm, always notify the Dispatcher that you are "en-route".
- I. Members shall always notify the Dispatcher when they are "available" for another assignment.

- J. Basic use of the Hamilton County Radio System:
1. To provide an official guide outlining the mechanics to be employed in the many operations of the City band system.
 2. To insure efficiency, uniformity, and high standards of procedure in the use of the system.
 - (a.) The nature of the system is such that it is impossible to develop a procedure or plan for every situation that may arise. Therefore, the officer in charge will have the duty of thoroughly reviewing the activities and assume the responsibility of making decisions that will intelligently and effectively deal with these situations when they may arise.
 3. The following procedure is to be used:
 - (a.) It should be remembered that every broadcast is being advertised to all listeners, which includes other departments, and in many instances, the general public. If the operations of the system sound efficient, it is likely the listeners impression will be that the agencies using the system operate efficiently.
 - (b.) Personnel assigned to the operation of the radio equipment shall be held responsible for the conduct and traffic transmitted from it. You are the guardian of F.C.C. regulations.
 - (c.) In broadcasting, the voice shall be held to a monotone regardless of the situation. Emotion tends to distort the voice and render it difficult to copy. Messages require no expression, but a high degree of intelligibility. Pronounce words distinctly.
 - (d.) When broadcasting, the mouth should be kept close to the microphone and normal voice should be used without shouting. The radio has all the amplification required and above a certain point it distorts the voice so that it becomes unintelligible.
 - (e.) Transmissions shall be broadcast slowly, but not prolonged so as to occupy the air unnecessarily.
 1. Radio transmissions shall be answered promptly. When the unit being called is not prepared to accept traffic, the call unit shall be requested to "standby".
 2. Base units and mobile units alike when not acknowledged on the first call shall place their calls for that unit at intervals - not continuously.

3. Base and mobile units should monitor the frequency a short time before transmitting in order to ascertain availability.
 4. The system shall be operated in an impersonal manner. The use of names, or nicknames is prohibited. Reference to field personnel and their officers shall be made by designator only.
 5. The system shall be used to conduct daily business by all departments.
 6. All traffic shall be conducted in a business like manner.
-

SUBJECT: RADIO REPAIR PROCEDURES**SECTION:** 202.04**REVISED:** FEBRUARY 12, 2008**PAGE(S):** 1

PURPOSE

To provide a system for the repair of Fire Department radios and pagers.

POLICY

- A. Anytime the base station radio or on-duty pager is not operating correctly, the Shift Supervisor shall be notified immediately.
- B. The Shift Supervisor shall notify the Assistant Chief.
- C. The Assistant Chief shall take the necessary actions to expedite the repair process.

PROCEDURE

- A. Anytime a radio or pager is not operating correctly, the Shift Supervisor is to be notified. He will, in turn, notify the Assistant Chief
- B. If the faulty radio is a portable radio or pager, the Assistant Chief will normally be able to supply a replacement.
- C. Normally, a vehicle radio will be checked by a radio technician the same day, if at all possible, while a portable radio is usually checked by the Assistant Chief, and repaired by outside contractors when necessary.
- D. Members having pagers not operating correctly shall fill out a Work Order/Service Request, and pass it along with the pager to the Assistant Chief and he shall then have the necessary repairs made.

SUBJECT: HOSE MAINTENANCE
REVISED: NOVEMBER 1, 2007

SECTION: 202.05
PAGE(S): 3

PURPOSE

To provide proper care and maintenance for fire hose so as to insure its usability and full service life.

POLICY

- A. Fire hose shall be maintained according to manufacturer's recommendations and Departmental guidelines.
- B. All jacketed rubber-lined hose shall be tested annually.
- C. Records shall be kept on each piece of fire hose used by the Department.

TESTING HOSE

- A. Fire Department hose shall be tested annually according to NFPA standards.
- B. Make appropriate entries in Hose Records in Fire House software.

CARE OF HOSE

- A. Cleaning hose:
 - 1. Use plain water
 - 2. A mild soap solution may be used if necessary
 - 3. A stiff brush may be used to scrub hose
 - 4. Avoid using oil products or harsh cleaners.
- B. Drying hose:
 - 1. Place hose in hose tower or lay on floor after cleaning
 - 2. Hose should remain in the tower until the jacket is fully dry to avoid mildew
 - 3. Avoid loading wet hose on fire apparatus whenever possible.

- C. Storing hose:
1. Hose shall be stored using standard roll.
 2. Hose shall be fully dry before being placed into storage.
 3. Hose shall be stored in Fire Stations in the area specifically designed for that purpose.

NEW HOSE

- A. New hose received shall be visually checked for defects and damage.
- B. New hose shall be tested.
- C. Each length of new hose which passes its test shall be numbered and a information shall be entered in FireHouse software prior to it being placed into service. Hose identification number shall be stenciled on both male and female ends.

DAMAGED HOSE

- A. Repairable damaged hose:
1. Place hose out of service
 2. Tag hose at male coupling indicating type and location of damage.
 3. Store damaged hose in rolls with male coupling exposed.
 4. If hose is to be re-coupled, coordinate with the Water Supply Officer.
 5. Hose to be re-coupled shall have the coupling closest to the damage cut off prior to being sent out for re-coupling.
 6. Lengths of repaired hose shall not be less than forth (40) feet. (Except for those "short sticks" of hose used in monitor operations, hose loads and the aerial tower).
 7. Hose which has been repaired shall be tested and all appropriate information recorded prior to placing it back into service.
- B. Unrepairable damaged hose:
1. Remove from service.
 2. Tag hose as "unrepairable".
 3. Cut both couplings off hose and save them
 4. Make notations in Hose Record

RESPONSIBILITY

- A. It shall be the overall responsibility of the Water Supply Officer to provide overall management of the testing and maintenance of fire hose.

- B. It shall be the responsibility of the Shift Supervisor to insure that proper care and procedures are utilized during the maintenance, testing and use of fire hose.
- C. All members shall utilize the proper procedures and provide the proper care when maintaining, resting and utilizing fire hose.

SUBJECT: SCBA MAINTENANCE	SECTION: 202.06
REVISED: OCTOBER 29, 2007	PAGE(S): 12

PURPOSE

To provide proper respiratory protection through the utilization of self-contained breathing apparatus, SCBA.

POLICY

It is the policy of the Reading Fire Department, that all personnel expected or likely to respond to, and function in, areas of atmospheric contamination and/or suspected areas of oxygen depletion, shall be equipped with, and trained in, the proper use and maintenance of the SCBA.

- A. Fire Department personnel shall utilize SCBA's which are of the approved, positive pressure type.
- B. Fire Department personnel shall utilize SCBA's as part of the overall protective clothing system.
- C. Only pure, compressed air of minimum GRADE D shall be used to fill the air cylinders of the Fire Department's SCBA's. Said cylinders shall be filled and maintained in accordance with Department policy (See Pressure Vessel Maintenance).
- D. SCBA air cylinders shall be pressurized from the cascade system to no more than 4500 psi.
- E. Fire Department SCBA's shall be inspected weekly and briefly operated (Pressure Vessel Maintenance).
- F. SCBA's or their component parts which are observed to be worn, defective, damaged or inoperable, shall be removed from service, marked as such, and a suitable replacement provided (Safety Procedures for SCBA in Book 3).
- G. SCBA's and their spare cylinders shall be secured to the Fire Department apparatus and vehicles in such a manner so as to be readily available for quick operations, yet shall be secured well enough to prevent injuries to personnel or accidental damage to apparatus and/or equipment.

- H. Department policy shall be to provide a minimum of one (1) spare air cylinder for each member assigned to a particular piece of fire apparatus or emergency vehicle.
- I. SCBA's in need of repair shall be tagged and marked clearly as "out of service" (Safety Procedures for SCBA in Book 3). Repairs shall be made by qualified repair technicians and properly tested prior to returning the unit to service.
- J. The Fire Department shall provide annual, standardized training for its members in the use and maintenance of SCBA.
- K. The Fire Department shall provide annual, qualitative fit testing for its members to assure proper facepiece fit and seal.

OBJECTIVE

To provide policy and guidelines relative to the use of SCBA.

CHECKS AND MAINTENANCE

All in-service SCBA's shall be inspected for regular operation during routine cleaning after each use or minimally, at least weekly.

- A. Visually inspect the complete respirator for worn or aging rubber parts, worn or frayed harness webbing or damaged components.
- B. Check the latest cylinder hydrostatic test date to ensure it is current; that is, within five (5) years for composite fiber wrapped cylinders. The date of the first hydrostatic test is also the date of manufacture and is marked on the cylinder.
- C. Visually inspect the cylinder for physical damage such as dents or gouges in metal or in composite wrapping. Cylinders which show physical damage or exposure to high heat or flame, such as paint turned brown or black, decals charred or missing, pressure gauge lens melted or elastomeric bumper distorted, and cylinders which show evidence of exposure to acid or other corrosive chemicals such as cracks running lengthwise along the cylinder or the composite wrapping, peeling of the outer layers of the composite wrapping and/or bulging of the cylinder wall, shall be removed from service, tagged clearly as "out of service", emptied of compressed air and referred to the Shift Supervisor or SCBA technicians for repairs.
- D. Check cylinder pressure gauge for "FULL" indication. If cylinder pressure is less than 4000 psi., replace with a fully charged cylinder.

- E. Check to ensure reducer hose coupling is hand tightened to the cylinder valve outlet.
- F. Visually inspect all PAK-ALERT SE distress alarm enclosures, lenses, and wire conduits for cracks, wear or other damage.
- G. Check the PAK-ALERT SE distress alarm manual alarm feature by pressing the manual alarm button, located on the front of the control console. The manual alarm shall begin sounding a loud, almost continuous three (3) tone chirp accompanied flashing of the red signal light on the control console. Reset the manual alarm by pressing twice on the reset button located on the side of the control console. Unit will sound three (3) chirps and the green light will flash. Turn the unit off by pressing the reset button twice again. Unit will sound a two (2) tone chirp and the green light will go out.
- H. Check that the breathing regulator purge valve (red knob on regulator) is closed (full clockwise and pointer on knob upward).
- I. Fully depress the center of the air saver/donning switch on the top of the regulator and release.
- J. Slowly open the cylinder valve by fully rotating knob counterclockwise. VIBRALERT alarm shall actuate and then stop. The Bell alarm may ring once. The PAK-ALERT SE distress alarm shall sound three (3) quick chirps and the light on the control console shall begin flashing green about once a second. The three (3) chirps will sound approximately the same time the VIBRALERT in the mask mounted regulator actuates briefly.
- K. Check for pre-alarm reset of the PAK-ALERT SE distress alarm: leave the respirator motionless until pre-alarm condition occurs. Within eight (8) seconds, move the respirator to activate the sensor module. The PAK-ALERT SE distress alarm shall reset. The red flashing light shall be replaced by a green flashing light and the ascending/descending tone shall stop.
- L. Don the facepiece or hold the facepiece to the face to affect a good seal. Inhale sharply to automatically start the flow of air. Breathe normally from the facepiece to ensure proper operation.
- M. Remove facepiece from face. Air shall freely flow from the facepiece.
- N. Fully depress the center of the air saver/donning switch on the top of the regulator and release. The flow of air from the facepiece shall stop. Examine the complete respirator for air leaks. There shall be no leakage of air from any part of the respirator.

- O. Rotate purge valve ½ turn counterclockwise (pointer on knob downward). Air shall freely flow from the regulator.
- P. Rotate purge valve ½ turn clockwise to full closed position (pointer on knob upward). Air flow from regulator shall stop.
- Q. Push in and rotate cylinder valve clockwise to close. When cylinder valve is fully closed, open purge valve slightly to vent residual air pressure from the system. As the residual air pressure vents from the system, the remote pressure gauge needle will swing from “FULL” and move towards “EMPTY.” Close the purge valve when the gauge needle crosses the “1/4” mark but before the beginning of the red “EMPTY” band. The VIBRALERT end of service indicator alarm shall actuate. The Bell end of service indicator alarm shall ring one or more times. After verifying that both end of service alarms are functioning, open the purge valve slightly to vent the remaining residual air pressure from the system. All alarms shall cease operation when the system pressure drops to zero. When air flow stops completely, return purge valve to the fully closed position (pointer on knob upward).
- R. Turn PAK-ALERT SE distress alarm off by depressing the reset button on the control console twice. The green flashing light will go out and a fifteen second beep sequence will be heard from the sensor module as residual air pressure bleeds off. When air has bled completely from the system, unit will sound a two (2) tone chirp. The PAK-ALERT SE distress alarm is now in the “OFF” condition.

PREPARATION FOR USE

- A. If a carrying case is used for storage, proceed as follows: Place the carrying case on the ground or a level surface and open the lid. Check the cylinder gauge for “FULL” indication of at least 4000 psi. If not at least 4000 psi, replace the cylinder before use. A gauge indication of less than 4000 psi may indicate an air leak in the cylinder and valve assembly or a malfunction of the gauge assembly. Ensure that the cylinder is firmly locked in position by the cylinder retention assembly. Stand at the top of the cylinder end (cylinder valve away from you), lean forward, position and spread out the shoulder straps, and grasp the backframe with both hands, one on each side of the cylinder. Do not grasp the pressure reducer. Swing the respirator straight up and over the head, keeping the elbows close to the body. Rest the respirator on your back while slightly bent over. Ensure that the shoulder straps slide along your arms and fall into place on the shoulders. Straighten up as you pull down on the side straps to adjust the harness to fit your body.

If a storage bracket is used, proceed as follows: Check the cylinder gauge for “FULL” indication of at least 4000 psi. If not at least 4000 psi., replace the

cylinder before use. A gauge indication of less than 4000 psi. may indicate an air leak in the cylinder and valve assembly or a malfunction of the gauge assembly. Ensure that the cylinder is firmly locked in position by the cylinder retention assembly. Follow the instructions of the bracket manufacturer for placing arms through the shoulder straps and freeing the respirator from the bracket.

- B. Connect the waist belt buckle and adjust by pulling forward on the two (2) side-mounted belt ends.
- C. Readjust the shoulder straps to ensure the weight is carried on the hips.
- D. Fully depress the center of the air saver/donning switch on top of the regulator and release. The regulator may be, but does not have to be, installed in the facepiece at this time. (See step F below).
- E. Slowly open the cylinder valve fully by turning the valve knob counterclockwise until it stops (approximately 2 1/2 full turns of the knob). The VIBRALERT end of service indicator alarm will actuate and then stop. The Bell end of service indicator alarm may ring once. The PAK-ALERT distress alarm will actuate when the cylinder valve is opened and will sound three (3) quick audible chirps accompanied by a green flashing on the PAK-ALERT control console.

If the air saver/donning switch has not been depressed prior to opening the cylinder valve, the VIBRALERT alarm will not actuate due to the air flowing freely from the facepiece.

- F. The user of the respirator is now in a “standby” condition. The respirator is in place on the user’s body but the facepiece is not donned (sealed to the face) and the respirator is not being used. The regulator is retained in the facepiece by a 1/4 turn port and is locked in the facepiece retainer with a lock tab. To detach the regulator from the facepiece while in a “standby” condition, place your right hand over the cover with your thumb on the lock tab. Pull the lock tab toward the cover and rotate the regulator 1/4 turn clockwise (viewed from inside the facepiece). When the red purge valve is in the 12 o’clock position, remove the regulator from the facepiece. The regulator holder which attaches to the user’s belt or a neck strap are available for use during the “standby” condition.

USE OF THE RESPIRATOR

If the regulator is not attached to the facepiece, be sure the regulator gasket is in place around the outlet port of the regulator and not damaged. With the red purge valve in the 12 o’clock position, align the two flats of the outlet port with the corresponding flats in the facepiece and insert. Rotate the regulator counterclockwise (viewed from inside the facepiece) so that the purge valve knob is situated on the left

side of the facepiece. The lock tab on the mask-mounted regulator will lock into the facepiece retainer with a “click.” If properly engaged, the regulator will not rotate.

To begin use of the respirator, don the facepiece (ie., place the facepiece on the face and obtain a proper seal) as follows:

- A. Examine the facepiece assembly to be certain the nose cup inhalation valves are installed, the nose cup is correctly positioned inside the faceseal chin cup, and the nose cup is properly seated between the flanges of the voicemitter ducts.
- B. Adjust the headstraps to the full outward position.
- C. Hold the head harness out of the way with one hand while placing the facepiece on the face with the other hand. Ensure that the chin is properly located in the chin pocket of the facepiece.
- D. Pull the head harness over the head and ensure that the straps are lying flat against the head and neck with no twists.
- E. Tighten the neck straps by pulling the two lower strap ends toward the rear of the neck.
- F. Stroke the head harness down the back of the head using one or both hands. Retighten the neck straps.
- G. Adjust the temple straps by pulling the two upper strap ends toward the rear of the head. Use caution pulling the temple straps as overtightening may cause discomfort.
- H. Retighten the neck straps if required. **NOTE:** On subsequent use by the same wearer, release and retightening of the temple straps may not be required.
- I. With the facepiece sealed to the face, inhale sharply to actuate the respirator. Air will then be supplied during inhalation. **NOTE:** If air is not supplied on the first inhalation, check that the cylinder valve is fully open, the remote gauge indicates pressure in the cylinder, and the facepiece is sealed to the face.
- J. Proceed with use of the respirator in accordance with respiratory protection program SOG's.

Every entry into a contaminated or unknown atmosphere should be planned to ensure that there is sufficient air supply to enter, carry out the tasks required and return to a safe breathing area. The user should check the remote reading pressure gauge periodically to determine the rate of air consumption. In any event, the user must be certain to allow sufficient air for egress from the contaminated area. If entry is attempted after the air has been partially

consumed (cylinder less than full), the user must be certain that the remaining air will be sufficient for safety.

If any end of service indicator alarm, the VIBRALERT alarm or the Bell alarm actuates either individually or in conjunction with another end of service alarm, leave the area requiring respiratory protection **IMMEDIATELY**. When in a safe area where you are certain that respiratory protection is not required, terminate the use of the respirator (see TERMINATION OF USE, 7.08 below) and determine the cause of the alarm. Where the cause of the alarm activation is determined to be a depleted air supply cylinder, replace the cylinder in accordance with the CYLINDER REPLACEMENT PROCEDURE, 7.10 below. **DO NOT** resume the use of a respirator where an end of service alarm has actuated for an unknown reason. Remove such a respirator from service and tag it for repair by authorized personnel.

TERMINATION OF USE

To doff the facepiece (ie., remove the facepiece and terminate respiratory protection), proceed as follows:

- A. Leave the contaminated area or be certain that respiratory protection is no longer required.
- B. Loosen the neck straps by simultaneously lifting the lower buckle release levers outward (away from the head) and lifting the facepiece away from the face. The buckle release levers are the “U-shaped” extensions of the facepiece buckle assemblies.
- C. To stop the flow of air from the facepiece, fully depress the air saver/donning switch on top of the regulator and release. **NOTE:** With the air saver/donning switch activated, the purge valve and VIBRALERT will function normally. If the purge valve has been adjusted to produce a flow, or if the VIBRALERT and/or Bell alarm is in operation, the air will continue to be depleted from the respirator cylinder until the cylinder valve is closed.
- D. Remove the facepiece by pulling it up and over the head. **NOTE:** The PAK-ALERT distress alarm will remain activated until the cylinder valve has been closed and all air pressure has been bled from the respirator.

- E. To resume use of the respirator, repeat the facepiece donning procedure (see 7.07, USE OF RESPIRATOR) above. If respirator use is resumed, the user must make certain that the remaining air supply in the cylinder is sufficient to accomplish the purpose for which respirator use has resumed. It is recommended that, whenever practical, partially depleted cylinders be replaced with full cylinders before respirator use is resumed. **NEVER** resume use of a respirator where the termination of use has occurred because of the activation of an end or service indicator alarm without first determining and correcting the reason for the end of service indicator alarm.
- F. When respirator operations are completed and only when in a safe breathing area, check that the cylinder valve is closed, and vent the residual air from the respirator by opening the purge valve. To turn off the PAK-ALERT SE distress alarm, depress the reset button twice (press, release, and press again). The green flashing light will go out and a fifteen second beep sequence will be heard from the sensor module as residual air pressure bleeds off. When air has bled completely from the system, the unit will sound a two (2) tone chirp. The PAK-ALERT SE distress alarm is now in the "OFF" condition. Slightly loosen the shoulder straps by lifting ends of shoulder strap slide buckles up, release the waist belt by pressing release button in center of waist belt buckle, and remove the unit from your back. Proceed in accordance with the requirement for the respiratory protection program: See CYLINDER REPLACEMENT and STANDBY INSPECTION, CLEANING AND STORAGE below.

EMERGENCY OPERATIONS

The respirator is automatic in function requiring only the opening of the cylinder valve and the proper donning of the facepiece to place into use and the closing of the cylinder valve at the end of use. In the event of a malfunction or a suspected malfunction, implement the appropriate emergency procedure listed below:

- A. Should the VIBRALERT or the Bell alarm activate during use, even if the air supply has not been depleted to approximately 25% of the full rated capacity (approximately 1100 psi.), LEAVE THE CONTAMINATED AREA AT ONCE. **NOTE:** Actuation of the VIBRALERT before the air supply is depleted to approximately 25% of full rated capacity may indicate a failure of the primary reducer path in the pressure reducer. Activation of any end of service indicator alarm before the remote air supply gauge indicates approximately 25% or less of full capacity could indicate a malfunctioning remote air supply gauge or failure of the end of service indicator alarm. LEAVE THE AREA REQUIRING RESPIRATORY PROTECTION IMMEDIATELY ON THE ACTIVATION OF ANY ALARM.
- B. Should the air supply be partially or completely cut off during use, fully open the purge valve (red knob on regulator) by turning counterclockwise, (pointer on knob

downward) and check to be certain the cylinder valve is fully opened (turned fully counterclockwise). LEAVE THE CONTAMINATED AREA AT ONCE AFTER OPENING THE PURGE VALVE.

- C. Should the air supply begin to flow freely into the facepiece during use, fully open the purge valve (red knob on regulator) by turning counterclockwise (pointer on knob downward), partially close the cylinder valve by pushing in and rotating clockwise to regulate and conserve the flow of air to satisfy the requirements of the user. **DO NOT** close the cylinder valve completely. LEAVE THE CONTAMINATED AREA AT ONCE AFTER PARTIALLY CLOSING THE CYLINDER VALVE.
- D. In the unlikely event of the blockage of air flow or sudden and complete loss of the system air supply such that there is total irreversible loss of respiratory protection, LEAVE THE CONTAMINATED AREA AT ONCE USING ALL PRECAUTION AND FOLLOW EMERGENCY PROCEDURES PRESCRIBED BY USER ESTABLISHED RESPIRATORY PROTECTION PROGRAM.

If any of the above procedures are implemented during use, REMOVE THE RESPIRATOR IN A SAFE AREA, tag the respirator and hold it for service and repair by Authorized Personnel.

CYLINDER REPLACEMENT PROCEDURE

Depleted or partially depleted SCBA cylinders should be replaced with full cylinders as soon as possible. The cylinder replacement procedure can be carried out by the user of the respirator provided the user removes the backframe assembly and places it on solid support. Cylinder replacement may be performed while the user is wearing the backframe assembly, if the user is assisted by a second individual. To replace a depleted or partially depleted cylinder, proceed as follows:

- A. Leave the area requiring respiratory protection and be certain that respiratory protection is no longer required.
- B. Doff the facepiece (See TERMINATION OF USE) described above.
- C. Push in and rotate cylinder valve knob clockwise and completely close the cylinder valve.
- D. Release residual air pressure in the respirator system by opening the purge valve slightly. When the flow of air from the facepiece stops, close the purge valve fully. NOTE: The PAK-ALERT SE distress alarm shall remain active unless reset using the procedures described in TERMINATION OF USE above. Remove the respirator (See TERMINATION OF USE) described above or have an assistant perform the following steps:

- E. Unthread the pressure reducer hose coupling from the cylinder valve by rotating counterclockwise.
- F. Disengage the cylinder latch by pressing on the white thumb release while lifting on the end of the latch.
- G. Grasp the cylinder below the retention strap, push the locking tab below the valve, then lift the cylinder free from the bottom hook and remove.
- H. Replace with a fully charged cylinder and valve assembly of the same pressure rating. Slide the top of the cylinder upward under the strap.
- I. Engage the cylinder hanger in the hook at the bottom of the backframe.
- J. Secure the cylinder in place by pushing the latch toward the backframe to lock the cylinder latch and fully engage the cylinder latch assembly.
- K. Inspect the high pressure coupling to be certain the nipple seal is present and undamaged. If the gasket (o-ring) is present and undamaged, align the high pressure coupling to the cylinder and tighten by hand.
- L. The respirator is now ready for continued use.

STANDBY INSPECTION, CLEANING AND STORAGE

RESPIRATOR: Clean the respirator after each use as follows:

- A. Inspect the respirator for worn or aging rubber parts, worn or frayed harness webbing or damaged components.
- B. Remove the mask-mounted regulator from the facepiece (See PREPARATION FOR USE).
- C. Any dirt accumulations on the respirator cylinder, backframe or harness assembly can be removed by damp-sponging with a solution of warm water (110 degree F maximum) and mild soap or detergent. Wipe the newly cleaned areas with a clean water sponge to rinse.
- D. Allow the respirator, backframe and harness assembly to thoroughly dry before placing the unit in storage.

FACEPIECE: The nosecup is designed to be an integral part of the facepiece assembly and does not need to be disassembled for cleaning and disinfecting. Carefully wash the facepiece assembly after each use as follows:

- A. Wash with a solution of warm (110 degree F) water and a mild soap or detergent. Thoroughly rinse in clean water and shake excess water off.
- B. Disinfect using Scott Multi-Wash Mini solution supplied in spray bottles. Spray the solution around the outlet port on the exterior of the facepiece and all interior components of the facepiece. Allow the Multi-Wash Mini solution to remain on the components of the facepiece for a minimum of ten (10) minutes.
- C. Thoroughly rinse the facepiece in clean water, shake the excess water off and either dry with a clean, lint free cloth or hang to dry. Assure that the two (2) inhalation valves, one on each side of the nosecup, are in place prior to placing the facepiece back into storage.

MASK-MOUNTED REGULATOR: Clean the regulator after every use as follows:

- A. The regulator may be cleaned by damp-sponging the exterior of the regulator with a solution of warm (110 degree F) water and a mild soap or detergent. Wipe the newly cleaned areas with a clean water sponge to rinse. Do not submerge the regulator in liquid. NOTE: Regulators requiring additional cleaning must be removed from service and tagged for disassembly, cleaning and reassembly by qualified personnel.
- B. Disinfect using Scott Multi-Wash Mini solution supplied in spray bottles. Spray the solution around the exterior of the regulator and Teflon gasket on the sealing surface of the regulator. Allow the Multi-Wash Mini solution to remain on the components of the regulator for a minimum of ten (10) minutes.
- C. Wipe the disinfected areas with a clean water sponge to rinse. Allow the regulator to thoroughly dry before placing the regulator back in storage.

NOTE: If any damage or deterioration is noted to any component of the respirator assembly, remove the respirator from service and tag for repair by Authorized Personnel.

RESPONSIBILITY

- A. The Fire Chief has the overall responsibility for providing a proper respiratory protection system within the Department.
- B. The Logistics Officer is responsible for the overall management of the respiratory protection system, insuring that the SCBA's are properly maintained and repaired, and that an adequate number of SCBA's are available for use by Department personnel.

- C. The Training Officer is responsible for insuring that the Fire Department minimum training standards are met by all personnel relating to the use of SCBA's and that there is adequate, regular and standard SCBA training provided to each Department member. In addition, the Training Officer is responsible for insuring that all Fire Department personnel receive annual fit testing of SCBA facepieces.
- D. Shift Supervisors are responsible for insuring that the proper use, maintenance and training relative to SCBA's is carried out by the personnel assigned to their respective units.
- E. Incident Commanders have the overall responsibility at emergency incidents for insuring that proper respiratory protection is both provided to and utilized by Fire Department Personnel.
- F. All Department members are directly responsible for their personal safety and shall utilize and maintain SCBA in accordance with this policy.

SUBJECT: LADDER MAINTENANCE**SECTION:** 202.07**REVISED:** OCTOBER 29, 2007**PAGE(S):** 2

PURPOSE

To provide proper care and maintenance for Fire Department ladders so as to insure their usability and full service life.

POLICY

- A. Fire Department ladders shall be visually inspected weekly.
- B. Fire Department ladders shall be visually inspected and cleaned after each use.
- C. Fire department ladders should be certified by an outside testing organization according to NFPA guidelines at least yearly or after ladder is placed in a hostile environment
- D. Fire Department ladders which have been found to have defects shall be removed from service for repair and/or replacement.

PROCEDURE

The following procedure should be utilized when inspecting Fire Department ladders:

- A. Remove dirt from the ladder with a brush and running water. A solvent cleaner may be used to remove any oily or greasy residues.
- B. After rinsing or anytime a ladder is wet, wipe it dry.
- C. Check it for obvious defects (bends, tweaks, cracks, etc.)
- D. Check for broken or cracked welds.
- E. Check for Cracked metal parts.
- F. Check for loose rungs and/or rivets.

- G. All braces, slides, stops, locks, rivets, pulleys and other movable parts should be examined.
- H. Movable parts should be lubricated at least every six (6) months.
- I. Check the halyards for wear and decay.
- J. Check proper action of extension ladders.
- K. When defects are discovered, notify the Shift Supervisor

RESPONSIBILITY

- A. It is the responsibility of the Maintenance Officer to provide overall management of the maintenance, repair and replacement of Fire Department ladders.
- B. It is the responsibility of the Shift Supervisors to insure that proper care and maintenance procedures are followed by Fire Department members working with ladders.
- C. Members shall utilize the proper procedures and provide the proper care when maintaining and utilizing Fire Department ladders.

SUBJECT: NOZZLE MAINTENANCE**SECTION:** 202.08**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

PURPOSE

To provide proper care for fire nozzles so as to insure their proper usability and full service life.

POLICY

- A. Fire nozzles shall be maintained according to manufacturer's recommendations and Departmental guidelines.
- B. All nozzles shall be checked and cleaned after each use.
- C. All nozzles shall be tested annually for proper use.

NOZZLE TESTING

Nozzle testing is conducted annually (possibly during hose testing procedure) according to the following:

- A. Check for proper threads when attaching nozzle to male end of hose.
- B. Check proper movement of shutoff mechanisms.
- C. Check to see if shutoff mechanisms completely shut off water under pressure.
- D. Check for correct water patterns in all modes. (i.e. straight bore to fog pattern.)
- E. Nozzle discharge GPM'S should match flow chart from manufacturer to ensure proper flow.

NOZZLE CHECKS

- A. Check for obvious cracks, breaks or other defects.
- B. Check all rubber and teflon parts.

- C. Check for proper movements of all moving parts.
- D. Check for foreign objects inside nozzle.
- E. Insure that nozzle is clean.

PROBLEMS AND/OR DEFECTS

- A. Report all problems and/or defects to the Shift Supervisor.
- B. Place nozzle out of service or repair, as necessary.

BASIC PRECAUTIONS

- A. Avoid dropping nozzle.
- B. Avoid using nozzle as forcible entry tool.
- C. Shut off and open nozzle slowly to avoid water surge which may damage nozzle.
- D. Use no tools on nozzle, except spanner wrench to tighten nozzle on to hose.
- E. Adjust water pattern carefully and slowly to avoid damage to nozzle.
- F. When completed with use, clean and flush nozzle.

RESPONSIBILITY

- A. It shall be the responsibility of the Maintenance Officer to provide overall management of the testing and maintenance of fire nozzles.
- B. It shall be the responsibility of the Shift Supervisor to insure that proper care and procedures are utilized during the maintenance, testing and use of the fire nozzles.
- C. All members shall utilize proper procedures and provide proper care when maintaining testing and utilizing fire nozzles.

SUBJECT: HYDRANTS OUT OF SERVICE**SECTION:** 202.09**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

PURPOSE

- A. To provide Fire Department Personnel with a procedure to be used when non-serviceable fire hydrants are encountered.
- B. To avoid confusion and operational problems concerning non-operational fire hydrants.

POLICY

- A. When a fire hydrant is found non-operational immediate notification of the on Duty Fire Lieutenant shall be made.
- B. A Service Request/Work Order shall be made to the Chief of Public Works on every fire hydrant found to be out of service.
- C. A Day Log entry shall be made containing the location of any out of service fire hydrant.
- D. A red or yellow peg shall be inserted into the Hydrant Board at the appropriate location for the appropriate hydrant condition.

PROCEDURE

- A. Fill out a Service Request/Work Order Form as per Department procedures and take the following additional actions:
 - 1. Make a notice that the hydrant is out of service.
 - 2. Make immediate notification to the Shift Supervisor of the situation.
- B. When the Water Department receives the notification of an out of service hydrant, they will respond as soon as possible.
- C. Information concerning non-operational fire hydrants shall be relayed to the Water Supply Officer and the Fire Chief.

RESPONSIBILITY

All members have the responsibility of reporting non-operational fire hydrants and acting according to Departmental procedures.

SUBJECT: HYDRANT MAINTENANCE**SECTION:** 202.10**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 3

PURPOSE

To insure the proper maintenance and operation of fire hydrants.

POLICY

- A. The Fire Department shall service all fire hydrants within the City of Reading twice a year.
- B. The Fire Department shall endeavor to maintain the appearance of the fire hydrants within the City of Reading by painting them on an 'as needed' basis.

PROCEDURE

- A. The Water Supply Office shall make the necessary hydrant maintenance assignments.
- B. The Shift Supervisor will receive the hydrant maintenance assignment and coordinate with the Water Supply Officer.
- C. The Shift Supervisor schedules and allots time for hydrant maintenance activities.
- D. The Shift Supervisor will cause those hydrants serviced that are part of the assignment to be painted.
- E. The results of the service shall be recorded in Firehouse software
- F. Notations on Day Log should be made concerning hydrant testing and units out of service
- G. Problems encountered such as non-operational hydrants, damaged hydrants, etc., shall be properly reported through channels.
- H. Hydrants found without caps shall be inspected and flowed prior to resealing.

SPRING MAINTENANCE PROCEDURES

- A. All hydrants are to visually inspected for defects or leaking water.
- B. All grass and vegetation to be cut from around a hydrant to a minimum of three (3) feet away to all sides.
- C. Hydrants shall be flushed.
- D. Hydrants will be oiled and greased as needed.
- E. Remove all caps and oil as needed.
- F. Pump hydrant dry.

FALL MAINTENANCE PROCEDURES

- A. This operation shall take place in October.
- B. All hydrants will be checked for water in the hydrant. A record of hydrants with water in them will be maintained.
- C. All wet hydrants will be checked as needed to ensure against freezing until they are found dry for three consecutive inspections or are repaired by the Water Department.
- D. All dead hydrants are to be flushed and pumped dry.

WINTER MAINTENANCE PROCEDURES FOR WET HYDRANTS

- A. All hydrants will be inspected weekly.
- B. All hydrants will be pumped free of water.
- C. Any wet hydrant will be checked daily for water until the hydrant is found dry for three (3) straight days or the Water Department repairs the hydrant.
- D. On an as needed basis snow will be removed from around all hydrants a minimum of three (3) feet in all directions.

RESPONSIBILITY

- A. The Water Supply Officer has the administrative responsibility concerning Water Supply and is responsible for managing the overall hydrant maintenance program within the Fire Department.
- B. The Water Supply Officer is responsible for maintaining an ongoing liaison with the City Water Department.
- C. The Water Supply Officer is responsible for assigning hydrant maintenance duties equally among the three (3) units.
- D. Shift Supervisors are responsible for supervising and completing the hydrant maintenance assignments which they have been assigned.

SUBJECT: USE OF HYDRANTS BY NON-CITY PERSONNEL**SECTION:** 202.11**REVISED:** JANUARY 11, 2010**PAGE(S):** 1

PURPOSE

To provide information relative to use of City Fire Hydrants by non-city personnel.

POLICY

No one except City Personnel is authorized to use City Fire Hydrants for any reason without a permit from the Shift Supervisor.

The Metropolitan Sewer District may obtain permission for hydrant use verbally from the Fire Chief, who will relay permission to the on-duty unit.

REFERENCE

City of Reading, Code of Ordinances: § 1040.12 Use During Construction

HYDRANT USE PERMIT

Non-city personnel requiring or requesting use of City Fire Hydrants must file application for same with the Shift Supervisor.

Permit requires payment to the Water Department for water used by the private individual or corporation and a \$50.00 per day fee.

Permits duly issued by the Shift Supervisor will be posted in the Fire Department Alarm Room.

Permit holders must have permit physically present on premises for inspection by Police or Fire Personnel during hydrant use.

INSPECTION AFTER USE

Hydrant for which permit has been issued for use by non city personnel shall be inspected after use to insure proper securing and good condition of the hydrant in question.

DISCOVERY OF USE WITHOUT PERMIT

Fire Department employees discovering use of a City Fire Hydrant by non-authorized person or persons shall contact the Police Department.

SUBJECT: HAND TOOL MAINTENANCE**SECTION:** 202.12**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

PURPOSE

To facilitate the proper inspection and maintenance of Fire Department hand tools, so as to insure their readiness for emergency.

PROCEDURE

- A. Hand tools used for cutting such as saws, axes, etc., shall be kept clean and free of defects, dirt and rust. Such tools shall be kept in a sharpened condition in accordance with the type of tool. Cutting edges and other bare metal areas of the tool shall be coated with light oil to prevent rust and facilitate cleaning.
- B. Hand tools with wooden handles shall be kept clean and free of dirt and rust. Wooden handles shall be kept smooth and free of defects.
- C. Hand tools of all metal construction shall be kept clean and free of defects, dirt and rust. Such tools shall be lubricated and painted, according to the type of tool.
- D. Mechanical type hand tools such as bolt cutters, should be lubricated and painted according to the type of tool. They should be free of defects, dirt, and rust. The mechanical mechanism must operate correctly in accordance with the type of tool.
- E. All tools shall be cleaned and inspected following each use.
- F. All tools shall be inspected regularly, at least once a week.

RESPONSIBILITY

- A. The Maintenance Officer shall have overall responsibility for the maintenance and serviceability of Fire Department hand tools.
- B. Shift Supervisors are responsible for supervising the maintenance and inspection of Fire Department hand tools.
- C. All members are responsible for the proper cleaning, inspection and maintenance of the hand tools.

- D. All members are responsible for reporting damage or defective equipment to their direct supervisor.
- E. Special care of tools should be done 2 times per year on unit's assigned apparatus.

SUBJECT: POWER TOOL MAINTENANCE**SECTION:** 202.13**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

PURPOSE

To facilitate the proper inspection and maintenance of Fire Department power tools so as to insure their readiness for emergency service.

POLICY

- A. Fire Department power tools shall be inspected cleaned and maintained in such a manner so as to insure their constant readiness for emergency service.
- B. Power tools which are found to be defective, broken, damaged or inoperative, shall be removed from service and scheduled for repair or replacement.
- C. Whenever power tools must be replaced or whenever they may require repairs which are beyond the capabilities of Fire Department personnel, the scheduling of such repairs or replacement shall be coordinated through the Maintenance Officer.

POWER SAWS

- A. Sunday checks:
 - 1. Check visually.
 - 2. Start and operate every Sunday. Start unit and run at idle for 2 minutes. Run at high idle for 1 minute. Run at idle for 30 seconds before shutting off.
 - 3. Unit should be checked for proper gas and oil level after cooling off
 - 4. Place in ready to start position- switch and choke on.
- B. All tools shall be cleaned and inspected following each use.

POWER UNITS- FANS, GENERATORS AND HOLMATRO TOOL

- A. Check visually on a daily basis.
- B. Unit should be started and run on Sundays for 3-5 minutes

- C. Fuel level should be topped off after cooling
- D. Place unit in ready to start position
- E. Change oil and spark plugs every six (6) months.

RESPONSIBILITY

- A. The Maintenance Officer shall have overall responsibility for the maintenance and serviceability of the Fire Department power tools.
- B. Shift Supervisors are responsible for supervising the maintenance and inspection of Fire Department power tools.
- C. All members are responsible for the proper cleaning, inspection and maintenance of the power tools.
- D. All members are responsible for reporting damaged or defective equipment to their direct supervisor.

SUBJECT: EXTINGUISHER MAINTENANCE
REVISED: NOVEMBER 1, 2007

SECTION: 202.14
PAGE(S): 3

PURPOSE

To provide proper care and maintenance of the portable fire extinguishers used by the Fire Department.

POLICY

- A. Portable fire extinguishers shall be maintained in accordance with the manufacturer's recommendations, N.F.P.A. guidelines and Departmental guidelines.
- B. Portable fire extinguishers shall be hydrostatically tested in accordance with those guidelines contained within this policy.
- C. Portable fire extinguishers shall be thoroughly inspected every week.
- D. Portable fire extinguishers of the water pressure type and the dry chemical type which are carried on fire apparatus and/or used in extinguisher demonstrations shall be serviced by Fire Department personnel or contractor.
- E. Fire extinguishers located within the Fire Station, for the purpose of Station protection, shall be serviced by an approved private contract agency.
- F. CO2 extinguishers shall be sent out for service to an approved private contract agency.

TESTING

- A. Portable fire extinguishers shall be hydrostatically tested in accordance with the following time table:
 - 1. CO2 Extinguishers - every five (5) years.
 - 2. Dry Chemical extinguishers - every five (5) years.
 - 3. Water Pressure extinguishers - every five (5) years.

- B. Hydrostatic testing of extinguishers shall be completed by an approved outside agency.
- C. The Maintenance Officer shall make necessary arrangements for hydrostatic testing of extinguishers.

WATER PRESSURE EXTINGUISHERS

- A. Water pressure type extinguishers shall be checked daily for pressure.
- B. Water pressure extinguishers shall be refilled after each use.
- C. When refilling water pressure extinguishers, the following guidelines apply:
 - 1. Fill with approximately 2 1/2 gallons of water-Foam may be added to enhance operations: Add 18 oz of AFFF for class B foam or 1 oz of class A foam.
 - 2. Check valve mechanism, hose and seals.
 - 3. Pressurize the extinguisher, using compressed air, to the specific pressure indicated on the gage.
 - 4. Replace pin and attach a new plastic band.
 - 5. Check for leaking air pressure.

DRY CHEMICAL EXTINGUISHERS

- A. Dry chemical type extinguishers shall be inspected weekly, turned upside down and shaken vigorously to prevent caking and packing.
- B. Dry chemical type extinguishers should be dumped every five (5) years and visually inspected.
- C. The hoses on dry chemical extinguishers shall be moved and checked for obstruction every three months.
- D. Dry chemical extinguishers shall be refilled after each use.
- E. Extinguishers shall be refilled with the EXACT chemical agent that is specified for the extinguisher in question.

CARBON DIOXIDE (CO2) EXTINGUISHERS

- A. Carbon dioxide extinguishers shall be recharged after every use, or whenever the weight of the cylinder indicates that the extinguisher is less than 75% charged.
- B. CO2 extinguishers shall be carefully inspected weekly to check for weak hose, weight loss or any evidence of wear.
- C. Refilling of CO2 extinguishers shall be completed by an approved outside agency.
- D. The Maintenance Officer or Shift Supervisor shall arrange for refilling of CO2 Extinguishers.

RESPONSIBILITY

- A. Overall responsibility for the management of portable fire extinguisher testing and maintenance shall rest with the Maintenance Officer.
- B. Shift Supervisors shall insure that proper care and procedures are utilized during the maintenance and use of portable fire extinguishers.
- C. Fire Department members shall utilize the proper procedures and provide proper care when maintaining and utilizing portable fire extinguishers.

SUBJECT: PRESSURE VESSEL MAINTENANCE**SECTION:** 202.15**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 4

PURPOSE

To provide a workable system for maintenance and record keeping on all pressurized vessels.

POLICY

- A. All pressurized vessels shall be numbered and recorded in the Firehouse Database.
- B. All pressurized vessels owned or utilized by the Fire Department shall be scheduled for hydrostatic testing in accordance with the following:
 - 1. All air bottles (SCBA cylinders & cascade cylinders) - at five (5) year intervals.
 - 2. All oxygen bottles - at five (5) year intervals
- C. Fire Department members shall insure that all pressure vessel fittings are kept free of grease and oil.
- D. All Fire Department members shall utilize proper safety procedures during refilling and general bottle usage procedures. NO SCBA cylinder shall be filled outside the confines of the enclosed fill station. All oxygen cylinders shall be placed in the open cylinder at the cascade system.

PROCEDURE FOR NEW CYLINDERS

- A. Receive cylinder from distribution.
- B. Fill cylinder (if empty) and check for obvious leaks or defects.
- C. Place Reading Fire Department sticker on the cylinder along with assigned inventory number from the Firehouse Database.
- D. Place cylinder in service as directed from the Maintenance Officer.

PROCEDURE FOR HYDROSTATIC TESTING

- A. Hydrostatic test dates shall be monitored on an annual basis by the Maintenance Officer through utilization of the Firehouse Database.
- B. When cylinders are to be serviced (hydrostatic test), remove the cylinder from service.
- C. Send the cylinder to the appropriate testing agency for hydrostatic testing.
- D. Upon receiving the cylinder back from the testing agency, check the cylinder for air, leaks, and/or defects.
- E. Place the cylinder back in service as directed.
- F. The Maintenance Officer shall be responsible for updating the hydrostatic test date in the Firehouse Database.
- G. If there is a problem, such as a leak, notify the Maintenance Officer and avoid placing the cylinder in service.

PROCEDURES FOR FILLING CYLINDERS

- A. This procedure is designed for oxygen and compressed air cylinders ONLY.
- B. Proper safety precautions shall be followed.
- C. Bottles needing refilling must be removed from their brackets or harness prior to refilling. No SCBA cylinder shall be filled outside the confines of the enclosed fill station and oxygen cylinders shall be filled in the cylinder at the cascade system.
- D. To utilize the Cascade Bottle System, the following steps should be followed:
 - 1. Attach the correct filling hose to its valve.
 - 2. Open the valve on the cylinder to be filled.
 - 3. Open Cascade Bottle with lowest pressure first, and keep it open until it stops pressurizing the cylinder being filled.
 - 4. Shut the valve and then open the next highest bottle and allow it to pressurize the cylinder being filled.

5. Continue this process until the entire Cascade System has been utilized or the cylinder has been filled.
 6. Next, return to the cylinder which is being filled, and shut its valve completely.
 7. With the valve closed on the cylinder being filled, bleed the remaining pressure.
 8. After the valves on all bottles are closed, return to the cylinder that has been filled and slowly and carefully remove the filling hose.
 9. Remember to open and close each Cascade Bottle slowly and when the pressure equalizes, close its valve.
- E. Fill oxygen cylinders to the maximum pressure of 2200 psi. Oxygen cylinders should be pressurized to no LESS than 1700 psi.
- F. Fill SCBA cylinders to the maximum pressure of 4500 psi. SCBA cylinders should be pressurized to no LESS than 4000 psi.

CASCADE SYSTEM RESUPPLY - OXYGEN

The following information concerns the oxygen Cascade System located at the Valley Fire Station.

- A. When oxygen bottles reach a low pressure of 400 lbs. or less, they should be removed from the Cascade System and placed in reserve for squad use, given its pressure is over 50 psi. Bottles below 50 psi., will be taken out of service and sent to the supplier for exchange.
- B. To insure that an exchange of bottles has taken place, we will use the following procedures:
 1. On the same day that the bottles are exchanged, the full cylinders will be put back into the system.
 2. The pressures shall be checked on the bottles and the number one (1) through three (3) positions aligned accordingly.
- C. When oxygen cylinders in each squad reach 50 psi. it should be replaced by the number one (1) bottle in the Cascade System, realigning the bottles accordingly after replacing a third bottle.

CASCADE SYSTEM RESUPPLY – BREATHING AIR

- A. Assure that all valves at the fill station are closed. Utilizing the “TO” valves at the top of the fill station, slowly open valves 1 through 4 individually, allowing the pressure in all the storage cylinders to equalize.
- B. Activate the compressor via the power switch and allow the storage storage cylinders to fill completely; the compressor shall fill the cylinders to 4500 psi. and then shut down automatically.
- C. Close the “TO” valves at the top of the fill station and turn off the compressor via the power switch.

RESPONSIBILITY

- A. The overall responsibility for maintenance and record keeping on all pressure vessels shall be with the Maintenance Officer.
- B. Unit Commanders are responsible for insuring that Departmental policies and procedures concerning pressure vessels are correctly carried out.

SUBJECT: CARE AND TESTING OF ENCAPSULATED SUITS**SECTION:** 202.16**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 1

PURPOSE

To Provide chemical protective clothing that is expected to perform in a potential contaminated environment.

POLICY

It is the policy of the Reading Fire Department to maintain all chemical protective clothing according to the manufacturer's recommendations

PROCEDURE

All level A suits shall be visually inspected at least 2 times per year.

Level A suits shall undergo a pressure test when new, prior to placing in service, and once a year. The test should conform to the manufacturers recommended practice. If the suit does not pass the test it should be removed from service. The suit may be downgraded to Level B protection but should be obviously marked to that effect.

After suit is used in an incident it should be removed from service and replaced. The spill generator should be charged for replacement. Suits that are exposed to a chemical environment should not be reused.

RESPONSIBILITY

It is the responsibility of the Special Operations officer to coordinate testing and replacement of chemical protective clothing.

Shift Supervisors are responsible for notifying the Special Operations officer if a suit is used during an incident.

SUBJECT: PUBLIC EDUCATION – GENERAL POLICY**SECTION:** 203.01**REVISED:** JANUARY 25, 2007**PAGE(S):** 1

PURPOSE

To provide a system whereby the Fire Department can meet the safety education needs of the citizens of Reading.

POLICY

- A. The Fire Department shall aggressively meet the educational needs of the citizens of Reading as they pertain to those subjects which are within the scope of the Department's activities and expertise.
- B. The Fire Department shall anticipate future educational needs and prepare to meet these needs.

RESPONSIBILITY

- A. The Assistant Fire Chief shall be responsible for overall public education effort of the Fire Department.
- B. The Shift Supervisor shall be responsible for:
 - 1. The maintenance of a master calendar of classes to be taught by shift personnel.
 - 2. Assignment of scheduled classes to Unit Personnel Instructors.
 - 3. Coordination with the Assistant Fire Chief on scheduling of classes.
- C. The Assistant Fire Chief shall be responsible for the following:
 - 1. Coordination of Emergency Response Team classes.
 - 2. Coordinate all class scheduling with the Unit Commanders.
 - 3. Coordination of programs dealing with schools.
 - 4. Coordination of all CPR, AED and First Aid Classes.
 - 5. Maintaining records and reports for public education for the annual report.

SUBJECT: PUBLIC RELATIONS	SECTION: 203.02
REVISED: JANUARY 25, 2007	PAGE(S): 2

PURPOSE

- A. To promote and develop an awareness and understanding of fire safety by the general public.
- B. To promote and develop a positive image and understanding of the Reading Fire Department by the general public.

POLICY

- A. Fire Department members shall endeavor to exert their best efforts at all times to promote fire safety awareness to members of the general public.
- B. Fire Department members shall exert their best efforts to promote a positive and professional image of the Fire Department to the general public.
- C. Fire Department members shall fully participate in all public education and public relations assignments which they may receive.
- D. Public fire and safety education and public relations are both considered as priority areas of concern by the Reading Fire Department.

PROCEDURE

- A. Members should be guided by the following:
 - A. Positive public relations is a very important area of concern to the Fire Department.
 - B. Members shall exhibit a positive and professional image in their personal mannerisms, appearance and attitude toward the public.
 - C. Fire Department members shall endeavor to answer questions and handle complaints from the public in the most professional, polite, courteous and expeditious manner possible.

- D. Those members assigned to be involved in fire safety education details shall be well prepared to handle such duties and shall endeavor to provide the most accurate and helpful information available.

RESPONSIBILITY

- A. All members are responsible for presenting a positive and professional image of the Fire Department to the general public.
- B. All members are responsible for promoting fire safety education to the general public.

SUBJECT: STATION TOURS**SECTION:** 203.03**REVISED:** JANUARY 25, 2007**PAGE(S):** 2

PURPOSE

- A. To provide a means of public education and to promote positive public relations.
- B. To provide the general public with insight into the responsibilities and working routine of firefighters.
- C. To give the citizens of Reading a historical perspective of their Fire Department.
- D. To foster fire safety consciousness.

POLICY

- A. Normally, pre-arranged Fire Station tours shall be scheduled by the Assistant Fire Chief or shift supervisor.
- B. The Assistant Fire Chief shall coordinate with those officers of the affected Fire Department Unit and/or those units when scheduling Fire Station tours.
- C. Nonscheduled Fire Station tours, such as may occur when members of the general public request to view fire apparatus and equipment, shall be subject to approval of the Shift Supervisor. If at all possible, every reasonable effort should be made to honor such citizen requests.

PROCEDURE

While conducting Fire Station tours, members shall be guided by the following:

- A. Members shall always behave in a courteous, helpful and professional manner.
- B. Members shall remain with those persons on the tour and shall avoid taking them into possible areas of danger.
- C. Instructions should be given to those on the tour concerning what to do in case that the Fire Company must leave on an emergency call.

- D. Fire Station tours should cover the major points of interest, such as the following:
1. The fire apparatus
 2. The firefighting equipment.
 3. Protective clothing
 4. The firefighters daily routine and duties
 5. Training activities and facilities
 6. The fire company's living quarters
 7. Emergency response activities
- E. Station tours, time and organization, school, etc. shall be entered on the Day Log and in the occupancy section of Firehouse Software.

RESPONSIBILITY

It shall be the responsibility of all members to facilitate the public in presenting Fire Station tours whenever possible.

SUBJECT: FIRE EXTINGUISHER DEMONSTRATIONS**SECTION:** 203.04**REVISED:** JANUARY 25, 2007**PAGE(S):** 1

PURPOSE

- A. To provide the public with education concerning basic fire chemistry and behavior.
- B. To provide the public with education concerning the types, limitations and proper usage of fire extinguishers.

POLICY

- A. The Fire Department shall actively pursue a program of public education in the area of fire extinguisher usage.
- B. The Fire Department shall provide extinguisher demonstrations and training to industrial fire brigades, private company employees, school groups, medical personnel, city employees and other interested groups and organizations upon request.
- C. Students enrolled in school under the age of eighteen (18) years will not be allowed to take part in live fire extinguisher activities unless permission is given by the Assistant Fire Chief.
- D. The scheduling of fire extinguisher demonstrations shall be handled by the Assistant Fire Chief or the Fire Chief.

RESPONSIBILITY

Members conducting fire extinguisher demonstrations are responsible for insuring that such demonstrations are conducted in a safe and efficient manner.

SUBJECT: FIRE PREVENTION BUREAU**SECTION:** 204.01**REVISED:** NOVEMBER 14, 2007**PAGE(S):** 2

PURPOSE

- A. To establish an effective organization to administer and enforce the Fire Prevention Code of the City of Reading.
- B. To provide the necessary laws and ordinances to effectively administer current codes and standards.
- C. To provide liaison with the Building Department in order to maintain current information regarding new and changing properties.
- D. To make the City of Reading a safe place to live and work through fire safety education and code enforcement.
- E. To establish an organization responsible for investigating all fires.

POLICY

- A. The policy of the Reading Fire Department is to inspect all occupancies except for single or two-family residential occupancies to identify violations of the Reading Fire Prevention Code.
- B. To enforce the currently adopted Fire Prevention Code of the City of Reading.
- C. To maintain the Fire Prevention Code of the City of Reading current with recognized standards and practices.
- D. To work closely with the City Engineers and the Building Department to remain current with building construction, remodeling and changes in occupancy.
- E. To work closely with business and property owners to provide technical assistance regarding the Fire Prevention Code of the City of Reading.
- F. To thoroughly investigate all fires in the City of Reading and to pursue prosecution of all fires in the City of Reading that are suspicious in nature.

PROCEDURE

- A. The Fire Prevention Bureau shall:
 - a. Cause the inspection of all commercial properties in the City of Reading.
 - b. Administer and enforce the Fire Prevention Code equally and fairly to all persons and occupancies.
 - c. Maintain codes and standards current with recognized accepted practices.
 - d. Make recommendations to the Fire Chief regarding the updating of the Fire Prevention Code of the City of Reading.
 - e. Make recommendations to property and business owners regarding Fire Prevention Code requirements and overall fire safety.

- f. Maintain accurate records regarding activities of the Fire Prevention Bureau.
 - g. Coordinate fire safety presentations to schools, civic organizations and the business community.
- B. The Fire Prevention Bureau shall be actively involved in the presentations and demonstrations to schools, organizations and businesses.
- C. The Fire Prevention Bureau shall investigate all fires in the City of Reading to determine cause and origin.

RESPONSIBILITY

- A. The Fire Chief shall maintain the overall responsibility for the Fire Prevention Bureau.
- B. The Assistant Fire Chief shall be appointed the Chief of the Fire Prevention Bureau and shall be responsible for the administration and enforcement of the Fire Prevention Code and the enhancement of Fire Safety Education to the public.
- C. The Assistant Fire Chief shall keep the Fire Chief informed of the Fire Prevention Bureau activities on a monthly basis and shall make an annual report of the bureau's activities.
- D. The Assistant Fire Chief shall be responsible for decisions required when referenced in the Fire Prevention Code as the "Fire Official" or "Authority Having Jurisdiction (AHJ)"
- E. The Fire Prevention Bureau shall investigate all fires within the City of Reading in order to determine the cause and origin.

SUBJECT: FIRE PREVENTION CODE	SECTION: 204.02
REVISED: NOVEMBER 14, 2007	PAGE(S): 2

PURPOSE

- A. To provide an understanding of the legal aspects of the Fire Prevention Code of the City of Reading.
- B. To provide each member with the legality of the Fire Prevention Code of the City of Reading.

POLICY

- A. It is the policy of the Reading Fire Department, for the purpose of safeguarding life and property, to enforce to a reasonable degree, the Fire Prevention Code as adopted by ordinance.
- B. To continuously update the Fire Prevention Code of the City of Reading to meet current local and national standards and practices.

PROCEDURE

- A. Terminology - Ordinance, law, code, standard. A city ordinance is the legal means by which the Fire Prevention Code is enacted as an enforceable law in the City of Reading. A violation of a section, or part, of the Fire Prevention Code is a violation of City ordinance. The Fire Prevention Code is a set of regulations for the protection of public health, safety and welfare. The Fire Prevention Code adopts as part of itself, as though written in entirety, certain nationally recognized standards. These standards are enforceable by reference to the Fire Prevention Code. The Fire Prevention Code is enforceable by reference to the City ordinance which is law.
- B. The Reading Fire Prevention Code - City ordinance adopts the 2005 Ohio Fire Code as the Fire Prevention Code for the City of Reading with certain additions and deletions, and provides for certain penalties for non-compliance. Certain modifications were made to the Code in order to provide a code compatible with local conditions and to provide better clarity for Code interpretations. The Reading Fire Prevention Code is made enforceable by City Ordinance.
- C. The Ohio Fire Code - is the 2005 Fire Prevention Code as published by the International Code Commission, with certain modifications made by the Ohio State Fire Marshal. The Ohio Fire Code is enforceable only through the Ohio State System. It is not enforceable through City Ordinance or Reading Mayor's Court

- D. The Ohio Building Code is the International Code Commission Building Code adopted as the minimum standard for the State of Ohio with certain modifications made by the Ohio Board of Building Standards. This set of standards has been adopted as part of the Hamilton County Building Code. The City of Reading has adopted the Hamilton County Building Code as its standard. The Fire Prevention Code of the City of Reading makes reference to the Building Code as a standard for acceptance. The Hamilton County Building Code is enforced by the Building Department of the City of Reading by separate ordinance.
- E. Recognized Standards - Standards are written criteria of acceptable recognized agencies, accepted engineering practices, accepted methods of testing and accepted procedures. Standards are referenced in the text of the Fire Prevention Code and in the appendices of same. Standards are a means of verifying compliance with the intent of the Fire Prevention Code.

RESPONSIBILITY

It shall be the responsibility of each member to enforce the provisions of the Fire Prevention Code of the City of Reading per this S.O.G.

SUBJECT: COMPANY FIRE PREVENTION INSPECTIONS**SECTION:** 204.03**REVISED:** FEBRUARY 1, 2011**PAGE(S):** 4

PURPOSE

To protect lives and property from fire by establishing a programmed designed to prevent fires, and to minimize fire spread and loss through Fire Prevention Code adoption and enforcement. To secure the correction of command fire hazards addressed in Fire Prevention Codes adopted by City ordinance through inspection efforts of fire department units. To provide fire company personnel with a means of familiarization of properties in the City of Reading

POLICY

The policy of the Reading Fire Department is to conduct fire prevention inspections of all occupancies in the City of Reading except single and two-family residences. Single and two family residences will be inspected upon request of the resident or property owner. All fire department personnel assigned to a fire company will participate in the company inspection program.

Inspections shall be made during normal business hours. Some occupancies may require special inspection times.

PROCEDURE

- A. Preparation for inspection
 - a. Determine properties to be inspected
 - b. Print an occupancy head sheet with occupancy contact information
 - c. Familiarize yourself with the kind of hazards normally found in this type of occupancy.
 - d. Review prior inspection reports to view previous violations.
 - e. Equipment required to make inspections:
 - i. Inspection Head Sheet
 - ii. Clip Board
 - iii. Writing device
 - iv. Flashlight
 - v. Preplan drawings (If Available)

- B. Approach
 - a. Note the correct address on the head sheet
 - b. Note the correct name of the business

- c. Walk completely around building noting the locations for access, fire protection system controls and water availability. This information can be used to update the preplan.

C. Introduction

- a. Enter the building and ask to speak to the property owner, business owner or occupancy manager.
- b. Introduce yourself and explain the reason for your inspection.
- c. Before leaving occupancy, make sure all occupancy contact information is correct.

D. Observations

- a. Observe conditions effecting life safety, building construction, heating equipment, hazardous materials, electrical wiring, house keeping and fire protection equipment.
- b. Make notes on the nature and locations of violations.
- c. Discuss the violations with the occupancy representative.

E. Closing

- a. If you are confronted with a code problem that you are unsure of, explain that you will check into the requirements and will get back to the representative as soon as possible.
- b. If violations are found, inform the representative that you will be sending an inspection report which will address the violations that have been found, and the correction required. Included will be the date for a re-inspection.

F. Inspection Report

- a. Inspection reports shall be filled out by the member making the inspection and entered into the department database. This entry shall include any updates or changes to occupancy contact information.
- b. Inspection reports shall be delivered to the responsible person either by U.S. Mail or hand delivered.
- c. Time to correct violations and establish a re-inspection date should be set for a maximum of thirty days for the first inspection. However, depending on the severity of the violation and effect on life safety, this time period can be set appropriate to the violation. The time period for the first and second re-inspection if required should be a maximum of 15 days.
- d. The "Second Notice" copy of the inspection report shall be sent after the first re-inspection if all violations are not corrected.
- e. Violations outstanding after a third inspection is made shall be referred to the unit supervisor.
- f. The unit supervisor and firefighter shall then re-inspect the property together.

- g. The unit supervisor shall set a re-inspection date no longer than 15 days after this inspection.
- h. When the unit supervisor re-inspects the property and finds violations not corrected, the inspection will be turned over to the Assistant Fire Chief. The Assistant Fire Chief shall take one of the following actions:
 - i. He/she may revoke the violation noted if it has been incorrectly listed.
 - ii. He/she may modify the code requirements if in his/her opinion the violation is not a threat to life or property and it has been an existing situation.
 - iii. He/she may modify the code requirements if in his/her opinion the intent of the code has been met.
 - iv. He/she may issue a "Fire Safety Order" to the responsible party to correct the violation providing a maximum of 30 days for compliance. If the violation is not then corrected, he/she shall issue a summons to mayor's court.

RESPONSIBILITY

The Assistant Fire Chief will conduct annual in-service sessions (minimal quarterly) throughout the calendar year, which shall include a session at the start of each new calendar year. The initial in-service for the calendar year will focus on issues/concerns with the upcoming inspection season, as well as, a review of the Company Fire Prevention Inspections SOG (204.03) and associated forms. The balance of in-service sessions will focus on specific fire inspection/code related issues, as deemed by the Assistant Fire Chief.

The Assistant Fire Chief shall be responsible for establishing the frequency and in what month occupancy inspections shall occur. The Assistant Chief shall provide a listing at the beginning of each month, for each shift, the inspections and re-inspections scheduled for that particular month. An additional report will also be distributed to each shift, listing what occupancies were not inspected/re-inspected the previous month, as slated. Inspections/re-inspections not completed in the scheduled month shall become priority in the following month.

The Assistant Fire Chief shall be responsible to assure all multi-family dwelling occupancies are scheduled and inspected on a regular basis (minimum of every other year).

The Assistant Chief shall monitor the program for quality and consistency of the inspections performed. The quality assurance program shall include the shadowing of each inspector, by the Assistant Fire Chief, twice each year.

A report outlining all fire inspection activities shall be forwarded to the Fire Chief on a quarterly basis, the final report of each year also summarizing the entire year.

The Assistant Fire Chief shall be considered the “Fire Official” or “Authority Having Jurisdiction” (AHJ), as designated by the Fire Chief, when referred to in the Fire Prevention Code and shall be responsible for the review of all construction documents seeking permits, new occupancy inspections, and decisions in these capacities otherwise.

The city shall be divided into three (3) geographical areas known as ‘Inspection Districts’. Each department unit will be assigned one district. Unit officers are responsible for managing and conducting inspections for properties in their assigned inspection district.

SUBJECT: FIRE PREVENTION SUMMONS PROCESS	SECTION: 204.04
REVISED: FEBRUARY 12, 2008	PAGE(S): 2

PURPOSE

To gain compliance with the Fire Prevention regulated State and local codes, ordinances and regulations when all reasonable efforts have been unsuccessful. To provide a course of action be taken when a hazardous condition exists that causes an immediate and/or extreme threat to life or property from fire or explosion.

POLICY

The Fire Department shall seek to utilize the traditional means of inspection, notification, granting of a reasonable time to comply and re-inspection, as its primary approach to Fire Prevention Code enforcement. The summons (Notice to appear) process shall be used only after all reasonable means to gain compliance have failed. The summons process may be invoked at the discretion of the Fire Chief or Assistant Fire Chief whenever unusual or extreme conditions exist. The Fire Chief, Assistant Fire Chief or their designated Fire Officer may issue summonses and cite offenders. Fire department members involved in the citation process shall follow these guidelines, within this policy, which are applicable.

PROCEDURE

Summonses will not normally be issued on the first visit. When routine violations of the applicable fire code are encountered, citations will generally be issued when all efforts to correct the violations have failed.

In those instances where the time limit for compliance has expired but the violator is doing their best to comply, and no immediate fire or life safety hazard exists, the decision not to issue a citation can be made by the Fire Official.

A summons may be issued on the first visit when the violation is for outdoor rubbish fires, careless fires, fire lane obstruction, blocking Fire Department connections, obstruction of a mans of egress and the use of hold-open devices on fire doors. The Fire Official reserves the right to issue a summons and citation whenever there is an immediate threat to life or property in violation of the fire code.

The summons must be issued to the person responsible for the premises. This may be the owner, lessee or manager. Should the person fail to appear in court on the date indicated on the summons, the Magistrate may issue a bench warrant for his/her arrest.

Payouts for summons may be made during business hours through the Reading Clerk of Courts. The costs for payouts have been established by the magistrate. The exact cost information is available from the Clerk of Courts. The section numbers previously established are the only violations that a fine may be paid out. All other violations and section numbers must appear in court.

Each summons is numbered and accounted for. An accounting of all summonses is maintained with the Clerk of Courts. If a mistake is made while a summons is being written, a new summons shall be written, with the original copies given to the Clerk of Courts to be voided.

The issuing officer shall be qualified as a Certified Fire Inspector as required by the Ohio Revised Code.

The offense for which the summons is issued shall be a misdemeanor. The date to appear as shown on the summons shall be the nearest court date from the date of issuance. All violations shall be indicated on the summons with reference to the appropriate code or regulation including the specific section number. Summons issued for violations which present imminent life hazards shall not require prior justification.

Adults being cited (18 years old or older) must be able to be reached in the event of a bench warrant being issued. Adults shall be cited to the local Mayor's Court. Juveniles shall be cited to Juvenile Court.

Summons shall be filled out completely and correctly and all pertinent information entered. When the summons is written, completed copies shall be distributed as follows:

- 1) Cited Person's Copy is given to the violator
- 2) Court copies are the original and the hard copy
- 3) A statement of facts by the issuing officer must be provided on the hard copy.

The Clerk of Courts shall keep a summons log entering each summons and final disposition

When a physical arrest is necessary, the Reading Police Department shall be requested to take the violator into custody to insure proper procedures are followed.

RESPONSIBILITY

The Codified Ordinances of the City of Reading grants authority to the Fire Chief and his/her designated officer to issue summonses and cite offenders for violations of the Fire Prevention Code to appear before the Reading Mayor's Court. The Fire Prevention Code states that "It shall be the duty and responsibility of the Fire Chief or Assistant Fire Chief to enforce provisions of the Fire Prevention Code.