1003.01	Care and Use of Apparatus and Equipment Standard Operating Procedure	

This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: CM 2005-053, CM 2009-084, SOP 7004.01, 7004.02, 7004.04, HFD DIP
Applicable HI Statutes:

I. PURPOSE

The readiness of fire apparatus is of paramount importance in ensuring efficient and effective firefighting operations. These specialized vehicles serve as the first line of defense when responding to emergencies, such as structure fires, hazardous material incidents, and rescue operations. The readiness of fire apparatus encompasses regular maintenance, inspection, and training to ensure they are in top-notch condition and fully equipped to handle any situation. Firefighters heavily rely on these vehicles to transport essential equipment, water supply, and personnel to the scene swiftly. The rapid response made possible by well-prepared fire apparatus can be the difference between containing a small incident and preventing a catastrophic disaster. Thus, prioritizing the readiness of fire apparatus is not only a matter of safeguarding the community but also protecting those who put their lives on the line to protect others.

II. APPLICABILITY

This policy applies to all motorized vehicles, specifically designed to respond to emergencies in any capacity. This policy includes, but is not limited to, Type 1 – 6 Engines, Aerial Apparatus, Takers, Utility (X) Vehicles, UTV's, and other specialized equipment with the purpose of transporting personnel or equipment to and from the scenes of emergencies. Any equipment covered by this policy shall be referred to as, apparatus. This Policy does not include aircraft, water safety craft and boats.

III. PROCEDURES

1. General Use
    a. Company Officers shall ensure that the apparatus is not utilized for any unauthorized purposes. The apparatus must be in a constant state of readiness for response. The apparatus may be within the district conducting training/drills and/or other approved missions by the Company Officer, as long as there will be no delay in response to an emergency.
    b. During the changing of hose, refilling of water tanks, refueling, etc., the apparatus shall not be considered out of service when it contains at least 50% of its complement of hose ready for use and if response can be made without undue delay.
    c. At any time, if the apparatus is below 50% of its complement or not able to respond within the required turn-out time, the Apparatus shall be placed in a "out of service" status.

d. Apparatus shall be used only for official business of the Department. The carrying of civilian passengers, not specifically authorized by the Battalion Chief of Operations for that shift, is strictly forbidden.
e. While operating Fire Department apparatus, all personnel and occupants shall be required to wear seat belts at all times when the apparatus is moving.
f. All non-essential travel shall be kept to a minimum. Work programs should be planned and coordinated wherever feasible to minimize travel time.
g. The compliance with the Driver Improvement Program (DIP) is an authorized use of the apparatus and may be utilized within district as long as the apparatus is in a response ready status.
h. Apparatus shall be placed in high-idle if idle time will exceed more than 3 minutes. Shut down all engines when not in use. If necessary, as for intermittent pumping operations, etc., engine idle speed must be set at no less than 1000-1200 RPM. This allows for adequate cooling and lubrication of the engines and charging of batteries. In addition, for diesel engines, the fuel dilution and carbonization of the injectors are minimized.
i. While companies are engaged in firefighting or emergency operations, conditions may require that the apparatus be left unattended. However, under all other circumstances, including Company Inspections, apparatus shall not be left unattended while out of quarters.

2. Care and Readiness of Apparatus:
   a. Under the supervision of the Company Officer, Fire Equipment Operator's (FEO) shall care for and test their assigned apparatus to insure it's in a constant state of readiness for response. The Company Officer shall, when any apparatus returns to quarters, ensure it is properly cleaned and dried, and restored to a state of readiness for immediate response. Restoration and cleaning of the apparatus may be delayed permitting normal mealtime of personnel provided that at least one-half of the normal complement of 4" and 1 3/4" hose, either wet or dry, is properly loaded for immediate use and fuel tank is at least half full. Resuscitators, breathing apparatus, scuba diving tanks, etc. which affect the health, safety, and welfare of personnel or the public, shall be cleaned and restored to readiness as soon as possible.
   b. At the beginning of each shift, a pre-trip inspection shall be performed by the assigned operator for all apparatus. Findings of the pre-trip inspection shall be entered into the Vehicle Daily Log.
   c. Following an emergency response or a training session, all water tanks should be filled before returning to quarters.
   d. Pumping mechanisms and engine cooling systems in which salt water was used must be thoroughly flushed with fresh water. All other equipment where salt water was used shall be thoroughly cleaned with fresh water.
   e. For safety purposes, no apparatus or automotive vehicle shall be refueled on or in the vicinity of the apparatus floor at any time. This also applies to refueling of vehicles with fuels carried in containers. Smoking is strictly prohibited within 50 feet of

fueling operations. Members shall see that funnels used for refueling are cleaned and properly screened.

f. Tires, the underside of fenders, tailboards, running boards, and the underside of apparatus cleaned following each run. Tires must be examined closely for damage. If tires are dirty, they should be washed with water and sponged dry.
g. Tires which are flat or underinflated to less than one-half of the normal pressure should be changed instead of being inflated. In emergencies they may be changed by company members under the supervision of the Company Officer. Tires on apparatus do not need to be rotated. Any questions for the care and upkeep of tires should be obtained from the mechanic's shop.
h. Changing oil and the oil filter on apparatus in-service will be made in accordance with the information of the last change in the logbook of the apparatus. All apparatus shall have an oil change at 3000 miles or 6 months, whichever comes first.
i. If it is deemed necessary to deviate from the above schedule, Company Officers will communicate with the Battalion Chief of Operations and obtain permission to make oil change deviations.
j. Company Commanders shall collect and coordinate disposal in accordance with the turn-in procedures established by the FASO.
k. Batteries must be checked daily and hydrometer reading logged. Vehicles with dual batteries shall be operated in a single battery position, except when requiring charging of a weak battery. The practice of always operating the vehicle in the "both" battery position defeats the purpose of two batteries if both are allowed to run down simultaneously. If a battery becomes discharged during extended periods of operation at a fire, the fact will be reported by radio or otherwise to the officer in charge of the fire who will arrange for the installation of a replacement battery.
l. For apparatus equipped with a battery selection switch, it is important and necessary that this switch always be in the "A" or "B" position (in some apparatus, in Battery 1 or Battery 2 position) and never in the "OFF" position AT ANY TIME. Do not rotate the battery switch while the engine is running.
m. When the apparatus is not in use, the master switch must be turned off. Before responding to alarms, the master switch must be turned on.

3. Vehicle Maintenance:
   a. The following procedures shall be utilized for Apparatus that need to be sent to or receive services from the Vehicle Maintenance Section.
      - Company Officers shall route all Fire Department vehicle repair requests to the respective Battalion Chief of Operations, who will contact the Vehicle Maintenance Section supervisor to schedule such repairs.
      - Vehicle logs shall contain all discrepancies to be worked on and shall accompany the vehicle to the Vehicle Maintenance Section.
      - Company Officers shall check the daily vehicle log and inspection sheets for completeness.

- The respective Battalion Chief of Operations shall arrange for standby/replacement apparatus when down time for repairs will exceed one hour.
- The respective Battalion Chief of Operations will arrange for the movement of the vehicle to and from the Maintenance Shop.
- The respective Battalion Chief of Operations will inform the EMS Coordinator when any medic unit is reassigned and or placed in the shop for repairs.
- During weekends and holidays, the respective Battalion Chief of Operations will use their discretion and have the Fire Communications Control Center contact the Vehicle Maintenance Section supervisor and/or EMS Coordinator to execute foregoing procedures.

b. Reporting of Defects: Mechanical defects in apparatus or equipment shall be reported to the Company Officer immediately upon discovery. They will report the condition through the proper channels. If the condition has not been rectified, a written memorandum must be made of the defect and left with the relieving officer along with any other verbal information that may be helpful to repair personnel.

c. Reporting: The following reporting procedures shall govern the repairs to apparatus and equipment.
   - The Company Officer shall notify their Battalion Chief and supply them with all particulars of the repairs requested.
   - The Battalion Chief shall forward the request to the Vehicle Maintenance Section. Should requests for repairs originate when the Shop is closed, the Battalion Chief shall arrange for use of a relief apparatus if necessary. If this cannot be done and immediate repairs are necessary, he shall call for a mechanic via Fire Communication Control.
   - The condemnation of any apparatus or equipment will be made by the Fire Chief or their delegated representative.
   - Placing any piece of equipment out of service will be by the discretion of the respective Battalion Chief. Such action will be immediately reported to the Vehicle Maintenance Section and to the Assistant Fire Chief of Operations.
   - The final decision to determine serviceability and the safety condition of any equipment will be done collectively by the Safety Officer, the Vehicle Maintenance Section Supervisor, and the Deputy Fire Chief and/or Fire Chief.

d. All Other Divisions Reporting:
   - The Division Head shall notify the Vehicle Maintenance Section of the requested repairs during normal working hours.
   - Should requests for repairs originate when the Vehicle Maintenance Section is closed, the appropriate Battalion Chief shall be notified, and they shall assign a relief vehicle or, if the situation demands, call for the mechanic via the Fire Communication Control Center.

e. Repairs to Apparatus and Equipment: The instructions from FASO relative to the care and operation of apparatus shall be followed and no repairs, adjustments or alterations shall be made without their authorization.

f. Station Commanders shall schedule rust preventive maintenance of fire apparatus and equipment assigned to their respective stations. Apparatus drivers shall be responsible for the notification of the officer when signs of rust appear anywhere on the apparatus and are directed to note the finding on the monthly apparatus report. Special attention shall be directed to cabinet areas, especially under wooden floorboards, and to battery boxes.

g. Logbook: An apparatus logbook shall be maintained for each apparatus and auxiliary vehicle. A daily pre-trip inspection will be conducted in accordance with 7004.02, Walk Around Vehicle Inspection SOP, with deficiencies recorded into apparatus log and station journal. Officers in charge of apparatus shall see that an accurate and complete record is kept of tires, servicing, battery charges, mechanical work done and all other pertinent information concerning the apparatus. If any changes are made to the apparatus that will affect the accuracy of the logbook, the officer concerned shall immediately notify the Vehicle Maintenance Section to update their record. The record sheets in the logbooks, which are not necessary to retain as part of the apparatus history, shall be forwarded to the Vehicle Maintenance Section when they are filled. Whenever apparatus is transferred or relief apparatus is assigned to a station other than what in which it is ordinarily stored, the apparatus logbook shall be sent with it by the responsible officer.

h. Ambulances: Monthly Apparatus Reports for all ambulance units shall be routed to the EMS Coordinator. The respective EMS Captain shall be responsible for coordination of servicing repairs and replacement of these units.

i. Relief and Auxiliary Apparatus: Company Officers who have relief apparatus or auxiliary vehicles assigned or housed, shall see that these apparatus are kept in a clean condition, in good running condition, and fully fueled at all times.

- When relief, special apparatus or auxiliary vehicles are housed in quarters of multiple companies, their maintenance shall be equally divided among the companies. In addition to the checklist, relief apparatus shall be road tested weekly for at least 10 minutes. Company Officers who use a relief apparatus shall see that it is returned to its regular station in a clean condition and with the equipment complete. Upon return to its regular station, relief apparatus shall be immediately inspected by the Company Officer to determine that the above has been met.
- Company Officers of stations where relief pumpers are assigned shall be responsible for keeping the apparatus ready for firefighting operations by maintaining the following minimum equipment on the apparatus.
  i. Hose:
    - 8 (100') lengths 4" hose; 16-2 1/2" hose
    - 8 lengths 1 3/4" hose (apparatus with pre-connected outlets).
    - 200 feet 1" booster reel hose.
    - 1 length soft suction hose.
    - 2 lengths 4" or 6" hard suction hose.
    - 1 suction strainer for hard suction hose

ii. Ladders:
- 1 each, extension ladder
- 1 each, roof ladder

iii. Couplings and Nozzles:
- 2 each, 2 1/2" double female.
- 2 each, 2 1/2" double male.
- 2 each, 2 1/2" fog nozzle.
- 2 each, 1 3/4" TFT nozzle.
- 1 each, Deluge Master TFT nozzle, if equipped with Deluge Monitor.
- 2 each, 2 1/2" hose spanner.
- 1 each, Storz to 4 1/2" male thread.
- 1 each, Storz to 4 1/2" female swivel.
- 1 each, Storz to 2 1/2" male thread.
- 1 each, Storz to 2 1/2" female swivel.
- 1 each, Wye Storz to 2 - 2 1/2" male threads.
- 1 each, Siamese 2 - 2 1/2" female swivel to Storz.
- 1 each, Storz spanner.

iv. Other Items:
- 1 each, hydrant wrench.
- 1 each, fire extinguisher (10-BC).
- 1 each, pick head axe.
- 1 each, pike pole.
- 1 each, crowbar.
- 3 each, emergency road triangles.
- 1 each, Lifeline 120' x 1/2" nylon or braided rope.
- 1 each, apparatus logbook (to include all the above inventory items).
- 1 each, wheel chock.
- 1 each, BLS first aid kit.

- Replacement Apparatus Designation: All apparatus being used for temporary replacement of units being repaired or "out of commission" shall use the designated call sign of the unit it replaces. Example: HFD-124, designated as Tanker 14, is out of commission. State 2011 (6x6), which temporarily replaces HFD-124, shall assume the designated call sign of HFD-124 as "Tanker 14".

j. Administrative Vehicle Assignment and Usage: Vehicles assigned to the administrative and auxiliary services personnel, inspectors, training, etc. are for their use in the performance of their duties. Other personnel desiring use of these assigned vehicles shall obtain permission from the assigned person.
- When administrative vehicles are required for emergency purposes. The officer authorizing use of such vehicles is responsible to insure proper service and maintenance upon return of such vehicles.

k. Movement of Volunteer Apparatus/Equipment: It shall be the responsibility of the authorizing officer to notify the Assistant Fire Chief of Volunteers and the Assistant

Fire Chief of Operations whenever a volunteer apparatus or equipment is moved from its assigned station to another station.

l. Apparatus Testing: Each Monday morning at 0800, members responsible for firefighting apparatus will check the apparatus records. A walk around Inspection in accordance with 7004.02, Walk Around Vehicle Inspection SOP shall be utilized as the basis for the inspection. If the engine was not run during the previous week, it will be started and run until heated to operating temperature and road tested. Entry of the test will be made in the apparatus log. Apparatus equipped with air brakes shall maintain a minimum of seventy (70) pounds of air pressure at all times.
   - Whenever the annual pumper capacity test is conducted, the entire on-duty crew of the company involved shall participate. Battalion Chiefs shall coordinate the test locations and scheduling with the Vehicle Maintenance Section Supervisor. Company Officers shall notify Fire Communications Control Center prior to leaving quarters for the test, giving the time and location, to ensure that necessary company coverage can be accomplished.

4. Safe Driving Practices:
   a. In accordance with 7004.01, Vehicle Backing SOP and
   b. 7004.04, Safe Driving SOP

5. Apparatus Equipment:
   a. Hose:
      - Hose Identification: All lengths of fire hose shall be properly identified in the following manner:
        i. Each length of hose shall be assigned a permanent number that will remain the same throughout the life of the hose.
        ii. The number and the year of purchase (eg. 15.84) shall be hand punched or engraved on the shank portion of the female coupling behind the swivel, rather than on the male coupling so that it can be easily identified on the hose rack. This information will be transferred to the new coupling, when old coupling is damaged and replaced.
        iii. Fire Companies should further identify hoses by stenciling the company's number on the hose jacket (in black), approximately (2) feet from the female coupling on both sides of the hose.
        iv. Whenever hoses are reassigned to another fire company, the old number (if any) shall be blocked out and the new company number stenciled in.
      - Care and Use of Fire Hose:
        i. Hose carried on apparatus shall be securely coupled and orderly in arrangement. Unless otherwise ordered, hose shall not be allowed to remain on apparatus in a damp or dirty condition in excess of twenty-four hours.
        ii. Cotton jacketed or dacron filler hose shall not be allowed to remain on apparatus for more than one calendar month without being removed. Report of the hose changed will be made in the company journal.

iii. Special care shall be exercised to see that fitted gaskets are in hose and that hose which has become deteriorated is replaced and tested.
iv. Before hose is removed from apparatus for change, the replacement sections will be properly prepared, couplings examined, and coupled together. Change will be made with as much speed as is consistent with safety. On apparatus equipped with double hose compartments, change will be made in only one compartment at a time.
v. When picking up hose after fires and emergencies or training sessions, it shall be replaced on the apparatus in readiness for immediate use unless permission is granted by the Battalion Chief allowing the company to return to quarters without reloading hose.
vi. Care shall be exercised in "breaking" hose lines inside of buildings to see that water damage is kept to an absolute minimum.
vii. Dirty hose shall be washed. Hose contaminated by oil, tar, paint or other similar substances will be inspected to determine if the hose can be returned to service. In the event the hose is unusable, the Battalion Chief will send the damaged or worn-out hose to the Shop for inspection.
viii. Hose utilized to discharge foam shall be thoroughly flushed with fresh water.
ix. Booster and supply hose may be repaired at the Company level. All other hose shall be turned into the Logistics Section for servicing.
x. Hose sent to the Logistics Section for repair and testing shall be clean, dry, and rolled with the male coupling forming the core. It shall be tied and tagged, and damaged spots or the nature of repair needed, must be noted on the tag and on the hose, if possible.
xi. The positions of sections of rubber jacketed booster hose shall be changed on the reel and recoiled every two calendar months.
xii. Following use of the Hi-Lift Suction Booster (4 1/2" or 2 1/2"), the Company Commander shall see that it is properly oiled and greased. However, if sea water had been used, before being lubricated the equipment shall be flushed by operating it in fresh water for approximately 15 minutes. Instructions for the lubrication method may be obtained from the Vehicle Maintenance Section.

- Hose Repair and Replacement:
  i. All hose in need of repair shall be handled in the following manner:
    - The Company Officer shall notify the appropriate Battalion Chief about the needed repairs.
    - The Battalion Chief shall arrange for delivery of the hose to the Logistics Section.
    - The Battalion Chief shall keep a record of all hose repaired or condemned by the Logistics Section.
    - Whenever hose is repaired and found satisfactory, the Logistics Section clerk shall notify the appropriate Battalion Chief who shall arrange for delivery of the hose to the station concerned.

- Whenever hose is condemned, the Battalion Chief or designee shall notify the Company Officer of the station concerned, informing him of the identification number located on the female coupling of the hose and the date of condemnation.
- Upon being informed by the condemnation of hose, the Company Officer shall:
  - The Battalion Chief shall arrange for replacement of the hose.
  - Submit a form noting the identification number, the year, and brand of hose, and cause and date of condemnation.
  - Upon receiving replacement of condemned hose, note the identification number, the year, and brand of hose.

- Hose Testing:
  i. Company Officers shall ensure that all of the hose under their control, except garden hose and suction sections will be tested in accordance with the NFPA 1962. All hose found to be defective and in need of repair shall be sent to the Logistics Section in accordance with above.
  ii. Hose tests shall be reported on the Annual Service Test Report. Battalion Chiefs shall notify the Assistant Fire Chief of Operations as soon as the annual test of all hose is completed.
  iii. All repaired hoses will be tested at 250 psi for 5 minutes before placing back into service.
  iv. All new hose will be acceptance tested in accordance with NFPA 1962 by the receiving Fire Company before placing into service.
  v. The following procedures will be adhered to when conducting annual hose, service and/or acceptance test for 1",1 1/2",1 3/4,3", and 4" hoses:
    - Before subjecting hose to the service test, it shall be physically inspected for jacket defects, coupling damage, and worn or defective gaskets.
    - All lengths with any of these defects shall be removed from the test area and repaired if serviceable and then retested before being put back in service.
    - Safety helmet will be worn by all persons conducting the hose test and all other persons within proximity of the test when hose lines are under pressure. Unauthorized persons will be advised to stay clear of the testing area. Safety cones should be utilized for this purpose.
  vi. Steps:
    - Hose Lines:
      - The total length of each hose line to be tested shall not exceed 300 ft.
      - The hose lines shall be straight and without kinks or twists.
    - Hook-Up:
      - The hose lines to be tested shall be connected to the 2 ½" discharges on the pump panel side only.
      - Shut off nozzles shall be attached to the far end of the line.
      - All couplings will be tightened with an appropriate spanner wrench.

- Filling the Hose and Removing the Air:
  - With the pumper discharge gates and nozzle valves open, the pressure shall be gradually raised to approximately 50 psi. Nozzles will be manned and manually controlled.
  - After the line is charged and all the air has been exhausted from the hose, the nozzle valve shall be closed slowly and the pump discharge valve shall be closed, then slightly (no more than one-quarter) opened, just enough to allow static water pressure to build up in the hose line.
- Marking of Coupling Slippage:
  - After filling hose, each coupling shall be marked at the leading back edge on the hose to determine whether the coupling slips during the test.
  - All couplings shall be checked for leakage and tightened with spanner where necessary.
- Pressure Test:
  - Annual Test or Service Test - The pressure shall be raised slowly, at a rate not to exceed 250 psi in 15 seconds and then held for five (5) minutes.
  - Acceptance Test - Hose will be subjected to hydrostatic pressure of 400 psi for at least 15 seconds and not more than one (1) minute.
  - During the test, persons conducting the test will walk down the line and inspect for leaks.
  - Never stand in front of the free end or straddle a hose line under pressure.
  - Inspecting personnel shall always be at a distance of 15 ft. from the sides of the hose line under test.
- Draining:
  - After 5 minutes the pressure shall be reduced slowly, the pump discharge gates closed, and each nozzle valve opened to drain hose.
- Recording Data:
  - If the length is defective, a tag explaining what the defect is and if applicable, a distinguishing mark noting the location of the defect shall be placed on the hose.
- Post Pressure Inspection:
  - Observe marks placed on hose at leading back edges of the couplings. If the coupling has moved, the coupling shall be cut from the hose, the length tagged and sent in for recoupling.
  - All couplings shall be examined when the hoses are uncoupled, and any leaking gaskets or defective couplings shall be replaced.
  - Any burst or leaking lengths shall be tagged, taken out of service, and sent in to be repaired.
- Test Completion:

- After testing or retesting, all hoses shall be thoroughly cleaned, drained and dried before placing back in service or stored.
- A current date (year) of the test should be stenciled in black near the female coupling (eg. T-84 or RT-84, if retested again during the same year, because of damage noted and repaired).

- Hose Loads:
  i. The determination for the loading of hose shall be the responsibility of the Station Commander. If hose loads are different then neighboring districts, it will be the responsibility of those Station Commanders to notify and adequately train the assigned crews on the different hose loads and the effective deployment methods.

6. Portable Equipment and Supplies:
   a. Accountability:
      - Members shall not change or alter the arrangement of firefighting equipment on apparatus or change the system in effect without approval of the respective Battalion Chief of operations.
      - All firefighting equipment issued to companies is to be plainly marked with paint or stenciled with paint with that companies designated color, to avoid confusion in picking up other companies' equipment at incidents. Hose straps and spanners, and other equipment may be marked by members with metal stamps or punches.
      - When a permanent transfer of an apparatus is made, a report for the equipment remaining on the apparatus going to the new location shall be submitted. Should any of the equipment of the transferred apparatus be assigned to another vehicle, it shall be so reported.
      - When receiving a relief apparatus, Company Officers shall make a physical inventory check to account for all tools and equipment shown on the apparatus log. A similar check shall be made by the Company Officer of the regular quarters of the relief apparatus when it is returned. Any shortages or changes shall be reported immediately to the appropriate Battalion Chief.
   b. Fire Extinguishers:
      - Carbon Dioxide extinguishers shall be replaced after each use, even though only partly discharged. Should the seal be broken, and the extinguisher not used, Company Officers are instructed to inform the Logistics Section and request a replacement. Any gas remaining in a used carbon dioxide extinguisher may be utilized for drill purposes prior to replacement.
      - Dry Chemical extinguishers shall be inspected annually as well as replaced after each use. Once every calendar month the extinguisher shall be inverted and shaken slightly to prevent the powder from packing. Any extinguisher suspected to be unfit for use shall be replaced. A record shall be kept of the last recharge date.
   c. Self-Contained Breathing Apparatus:

- Proper care and maintenance of breathing apparatus at each station shall be assigned to individual personnel by the Company Officer. This will enable a member to maintain the same breathing apparatus when his/her shift is on duty.
- Each person that may require to utilize an SCBA should do a daily check to ensure that the SCBA is ready for use and serviceable. If the SCBA cylinder is 10% under the full limit, the cylinder shall be exchanged for a full bottle.
- A full inspection of breathing apparatus shall be made weekly and after each use. Each responsible member shall record these inspections which shall be maintained for each breathing unit. Unassigned breathing apparatus shall be maintained and reported by whomever the officer designates.
- Inspection Procedures:
  i. Cylinders shall be fully charged according to the manufacturer's instructions. Record the cylinder pressure when the pressure gauge indicates full charge, which is normally 4500p.s.i. The full charge recording will detect any leak on subsequent inspections. Cylinders that are undercharged by more than 10% will be replaced. Company Officers are instructed to utilize under charged cylinders for drill purposes prior to requisitioning for replacement.
  ii. Facepieces and supply lines shall be inspected for signs of deterioration (cracking) or broken parts. A special examination should be made for torn or wrinkled exhalation valves and speaking diaphragms.
  iii. Other parts shall be examined for defects.
  iv. Complete units shall be reassembled after cleaning has been done and returned to the apparatus storage system in the ready position.
  v. Schedule preventive inspections shall be scheduled daily at the beginning of the shift.
  vi. No mechanical repairs or adjustments will be made to SCBA regulators and masks. Improperly operating or defective units will be turned into the Logistics Section.
  vii. Only a certified SCBA facility will do repairs and testing of SCBA units.
- Cleaning and Disinfection: Each member shall clean their assigned breathing apparatus as soon as practicable after its use and upon return to quarters. Each firefighter should be trained in the cleaning procedure. In addition to cleaning the entire device, the facepiece and breathing lines should be disinfected. The following procedures are recommended:
  - Separate facepiece from remainder of device.
  - Wash facepiece in cleaner-disinfectant or detergent solution. Strong cleaning and disinfecting agents should not be used.
  - Rinse completely in clean, warm water.
  - Air-dry in a clean area.
  - Clean other parts as recommended by the manufacturer.
  - Reassemble device and arrange in storage rack or container.

- Repair: Replacement or repairs shall be done only by qualified persons, using parts designed for the breathing apparatus. No attempt shall be made to replace parts, adjust or repair beyond the manufacturer's recommendations.
  i. Regulators shall be sent to the Logistics Section for return to the manufacturer or to a trained technician for adjustment or repair.
  ii. Parts shall not be interchanged among devices of different manufacturers.
  iii. All repairs and parts replacements shall be recorded to ensure a complete maintenance history of each unit.
- Storage:
  i. Breathing apparatus shall be stored on the apparatus in its storage case or on the rack provided for that purpose. Breathing apparatus of the demand type shall be stored with the main line regulator valve open and the main cylinder valve and regular bypass valve closed.
  ii. The facepieces of all devices shall be positioned carefully to avoid distortion of rubber parts during storage. Head harness straps should be fully extended.
- Cylinder Replacement:
  i. All companies shall utilize the services of the Logistics Section for the replacement of used cylinders during working hours and through their Battalion Chief when the Logistics Section is closed.
  ii. During emergencies which require the use of many cylinders, Battalion Chiefs may request reserve cylinders from the Logistics Section.

d. Appliances:
- Nozzles: and similar equipment shall not be taken apart for greasing and other purposes. Whenever this equipment becomes defective or difficult to operate, it will be sent to the Logistics Section for services.
- Axes: which have become dull in service will be sent to the Storeroom and replaced with sharpened axes
- Salvage Covers: Salvage covers shall be always carried on apparatus and shall be considered as essential equipment. The following procedures and regulations will govern the use and care of covers:
  i. Throwing covers from roofs, windows, or other openings above ground is prohibited.
  ii. When moving covers over sharp projections, from stock or machinery, care must be used to prevent tearing.
  iii. Covers must be washed and hung to dry as soon as possible after returning from fires or other related incidents requiring their use.
  iv. After covers are dried, they must be examined for holes and mended before they are refolded and placed on the apparatus.
  v. Covers shall be taken from the apparatus and refolded after a thorough inspection when not in use within a period of one month.
  vi. Use, condition and inspection dates will be noted on the apparatus reports.

vii. Covers that require repairing, waterproofing and/or replacing should be reported to the Logistics Section.
viii. Each pumper will have two salvage covers, 12 feet X 18 feet.

e. Damaged Equipment: Whenever safety equipment, tools, and equipment which the employer furnished to employees to use in connection with their official duties is damaged, lost, stolen, or worn, the following procedures shall be in effect:
   - Verbal report of the damaged equipment/tools shall be made to the respective Battalion Chief followed by written Report to the Fire Chief's Office, through the chain of command within four (4) calendar days after the incident.
   - The immediate Battalion Chief shall investigate all incidents objectively and without pre-conceived notions. They shall analyze the circumstances of the accident, record his findings as to whether the accident was avoidable and make his recommendations to prevent future accidents. If the damage or loss of equipment is determined to be due to negligence or improper use and care, employees may be responsible for replacing the lost or damaged tools and equipment at their own expense.
   - Damage reports through negligence or improper use and care on the part of employees shall be placed in the individual's personal file.

f. Use of Portable Radios: To prevent or minimize loss or damage to Portable Radios, whenever Portable Radios are utilized, they shall be used in their carrying cases with straps for protection.

7. Fire Hydrant:
   a. Fire Fighter hydrant use shall include:
      - Active fires
      - Practice drilling
      - Refilling tank water
      - Hose testing
      - Flow checks for preplanning; and
      - Community Service Events.
   b. Fire Fighters shall not be responsible for weed control, painting, hydrant markings, scheduled inspection and maintenance, and testing.
   c. Any hydrant that has a deficiency that could interfere with the normal operation, a hydrant condition report shall be made. When stuck, frozen, or tight valve stems and caps are encountered, report it immediately. This can be accomplished by either a hard copy being sent to the FASO or an electronic record.
   d. Whenever obstructions are discovered at either public or private fire hydrants, that would interfere with use of the hydrant, it shall be reported to the Fire Communications Control Center immediately. Information should be provided on the location of the hydrant, its number, and the nature of the obstruction.
   e. The FCCC shall take the following actions when required:
      - Request police to have illegally parked vehicle(s) removed.

- Notify the Public Works Department of obstruction(s) to public hydrants other than parked vehicles and suggest removal.
- Notify the owner of the premises (if can be located) of the obstruction(s) to their hydrants other than parked vehicles and suggest for its removal.
- If the hydrant obstruction(s) cannot or will not be removed as suggested, advise the appropriate Battalion Chief on duty and the respective Fire Companies. This advisory will be documented.
- All actions will be documented in the Fire Communication Control Journal.

f. The Department of Water Supply is developing a system to account for all water produced. They request a report on all incidents of water usage by fire hydrants.