

**GUAM FIRE DEPARTMENT**  
**Standard Operating Procedures**  
**Book 2 Routine Operations**  
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# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Station Operations - General
<b>Code:</b>	2-I-1
<b>Revised:</b>	Draft

## 1.01 PURPOSE

To provide policy and guidelines for safe, efficient and effective operations of fire stations.

## 1.02 POLICY

- A. The on-duty District Commander, and the on duty Fire Captain at each station shall be in charge of their respective stations and be designated as the Officer-In-Charge (OIC).
- B. In the absence of an on-duty District Commander at Headquarters Station, the Fire Battalion Chief on-duty shall assume all of the duties of that officer. In absence of both the District Commander and the Fire Battalion Chief, the designated Fire Captain, on-duty shall assume all of the duties of the District Commander. The on-duty Fire Battalion Chief shall be in command of their respective district.
- C. Each fire station shall be maintained and operated in a manner, which promotes efficiency, good appearance, and safety to the personnel assigned there and to the public.
- D. All personnel shall abide by those guidelines contained within this policy.

## 1.03 SECURITY

- A. The Officer-In-Charge shall be responsible for overall Fire Station security.
- B. All personnel shall be mindful of Station security and abide by all those policies, which concern the same.
- C. During normal business hours (0800 to 1700) and when occupied, the station shall be opened to the public.
- D. When not occupied, fire stations shall be secured with doors and windows locked.
- E. All fire stations shall be secured at 2100 hours.
- F. The Officers-in-Charge shall ensure the security of their station when the company responds to and returns from a call.
- G. Business hours may be altered for specific functions as may be necessary to better serve the public.

- H. If it is discovered that any part of the fire station, its contents or grounds have been damaged, stolen or vandalized, the Officer-In-Charge shall be notified immediately.
- I. The Officer-In-Charge shall notify the on-duty District Commander who will assess the situation and contact the Police Department to file an incident report. The District Commander shall also notify the Deputy Fire Chief as to the circumstances involved.

#### **1.04 SAFETY**

- A. The Officer-In-Charge shall be responsible for overall safe operation of the Fire Station under his/her charge.
- B. All personnel shall be mindful of Station safety and shall correct and/or report such safety problems as they may observe in the Fire Station.
- C. Personnel shall use care and all available safeguards when utilizing power equipment, tools and electrical equipment in Fire Stations.
- D. Personnel 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.

#### **1.05 VISITORS**

Visitation Policy shall be in accordance with 1-V-17.

#### **1.06 ECONOMY**

Personnel shall use discretion and good judgment in the use of expendable supplies and utilities.

#### **1.07 SLEEPING**

- A. Personnel shall not be permitted to sleep in the Lounge area of any Fire Station between 0700 and 2100 hours.
- B. At the discretion of the Officer-In-Charge, personnel may:
  - 1. In case of sickness or fatigue from duty, occupy beds at any time.
- C. In all cases the Officer-In-Charge shall consider the needs and duties of their shift before allowing personnel to occupy beds.
- D. There shall be no unnecessary disturbance of sleeping persons between the hours of 2200 and 0600 or during other permitted times.
- E. Personnel shall arise by 0630 hours.

#### **1.08 BEDDING**

- A. Personnel shall provide the following bedding materials:
  - 1. Bed spread.
  - 2. Pillow with cover.
  - 3. Blanket (optional).

- B. Personnel shall provide two (2) bath towels in addition to bedding materials.
- C. Personnel are responsible for providing any other additional bedding that they may require.
- D. Personnel are responsible for cleaning and maintenance of their personal bedding.
- E. Personnel will, at the end of their tour of duty, remove their bedding so that the bed will be ready for use by the on-coming shift.
- F. Bedding which is removed shall be replaced by a bedspread or blanket and straightened by 0800 hours each morning.

### **1.09 LINEN**

Linen should consist of both bedding materials and towels (bar and bath).

### **1.10 COMMON MESS**

Common Mess policy shall be in accordance with 1-IV-16.

### **1.11 MAINTENANCE**

All Station and ground maintenance activities shall be in accordance with policies 2-I-2 and 2-I-8.

### **1.12 SUPPLIES AND INVENTORY**

Inventory and supply activities shall be handled according to policy 2-I-4.

### **1.13 DRESS**

Personnel shall dress in accordance with policy 1-IV-1.

### **1.14 GENERAL**

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

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Station Maintenance
<b>Code:</b>	2-I-2
<b>Revised:</b>	Draft

## 2.01 PURPOSE

- A. To establish procedures and guidelines for the cleaning of fire stations.
- B. To identify specific cleaning responsibilities.

## 2.02 POLICY

- A. 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.
- B. All cleaning shall be done in accordance with this policy.
- C. Members shall help in unfinished areas once they have completed their own assigned area of cleaning.
- D. Nothing in this shall preclude any Chief Officer or Officer-In-Charge from requiring additional cleaning or maintenance, or making work schedule adjustments as the need arises.
- E. Department of Public Works Maintenance Department personnel shall be informed of all fire station repairs and maintenance work, which is not minor or routine in nature.
- F. When the need for repairs or other than routine maintenance arises, the on-duty District Commander and Officer-In-Charge shall notify either the Fire Mechanic, and/or Administrative Officer who will, in turn, make the necessary arrangements for the repair work. No other individual is to make arrangements unless an emergency situation exists.

## 2.03 SCOPE

- A. The focus of this policy concerns fire station structures including: living quarters, apparatus rooms, and all other structures on fire station property.
- B. This policy covers routine maintenance, which encompasses routine cleaning and minor repairs.

## 2.04 RESPONSIBILITIES

- A. Each Officer-In-Charge will be responsible for inspecting areas upon completion of cleaning.
- B. Each Officer-In-Charge is responsible for supervising the overall cleaning and maintenance of the fire stations in their charge.
- C. Each District Commander and Station Officer in Charge shall coordinate with their counterparts concerning routine station maintenance activities and repair requests.
- D. All members shall carry out cleaning and maintenance assignments, which have been designated to them.

## **2.05 SCHEDULE OF CLEANING ASSIGNMENTS**

- A. All stations and Fire Department Buildings
  - 1. Daily:
    - a. Sweep and mop floor (move chairs/benches).
    - b. Clean appliances, counters, and cabinets.
    - c. Completely clean bathrooms.
    - d. Dump and clean trashcans.
    - e. Wipe tables and windowsills.
    - f. Check and replace light bulbs where needed, turn off all unnecessary lights after cleaning.
    - g. Clean storage rooms.
    - h. Clean both sides of doors and straighten rooms as necessary.
    - i. Place all items in their proper place. **NO STORAGE ON TOP OF LOCKERS.**
    - j. Adjust all blinds/curtains so that they are open.
    - k. Wipe off desks, window ledges, and other furniture.
    - l. Wipe all media equipment.
    - m. Clean chalkboards.
    - n. Check to see that hand towels, toilet tissue, and soap are sufficient.
    - o. Place all things in their proper place.
    - p. Clean out refrigerators (**DO NOT LEAVE LEFT OVERS IN COMMOM REFRIGERATORS**).
    - q. Wipe down refrigerator (top, sides, and front).
    - r. Clean all vent covers, air returns, and filters.
    - s. All protective clothing should be on racks, nothing on floor.
    - t. Police outside area of station and pick up trash and put things in their proper place.
    - u. Clean stove hood and filter.
  - 2. Weekly:
    - a. **SATURDAYS - SCRUB SHOWERS AND RINSE.**
    - b. **SATURDAYS - Test station generator**
  - 3. Monthly:
    - a. Wash and clean windows, sills, and blinds/curtains, overhead doors, overhead lights.
    - b. Vacuum compressors and cooling coils on all refrigerators.

- c. Make a visual check and remove any cobwebs in engine bay area
- d. Rinse entire bay floors with water and squeegee
- 4. Bi-annually:
  - a. Strip and wax floors every six months. Clean and spray buff all areas on a three-month interval between the six month schedule.

## **2.06 YARD MAINTENANCE**

- A. Grass shall be cut on Saturday's throughout the year and as it is deemed necessary by the Officer-In-Charge.
  - 1. Excessive grass shall be raked and disposed of properly.
  - 2. Trimming of grass shall be done for all areas around the building, fences, sidewalks, curbing, etc..

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Station Journal
<b>Code:</b>	2-I-3
<b>Revised:</b>	Draft

## 3.01 PURPOSE

To establish guidelines relative to the documentation, maintenance, and upkeep of Fire Department Station Journals.

## 3.02 POLICY

- A. It shall be the policy of the Fire Department that all information contained within the Station Journal be deemed “confidential”.
- B. No member shall discuss the entries made in the Station Journal to person(s) outside the Fire Department without prior approval from the Fire Chief.
- C. All Station Journals shall give a complete daily history of activities, operations, etc. of the station involved.
- D. When two (2) or more units occupy a station there shall be only one (1) Station Journal maintained for all units assigned to that station.
- E. “Filled” Station Journals shall be stored in a clean, dry, temperature controlled environment.
- F. Station Journal entries shall be neatly printed, accurate, and complete.
- G. Abbreviations shall not be used except as specified in 1-II-2.
- H. Station Journals shall include but is not limited to the following:
  - 1. Day, Platoon, Date
  - 2. Heading, Alarm/Activity Classification, Case Number
  - 3. Location of Alarm/Activity, Time Elements
  - 4. Personnel/Equipment Status
  - 5. Changes in Weather Warnings
  - 6. Changes Terrorism Levels
  - 7. Receiving and Submitting of documents, reports, supplies, etc.
- I. No Station Journal shall be removed from the station unless authorized by the Fire Chief and as specified in this policy. Anytime a Station Journal is removed permanently or for an indefinite period, it shall be replaced to ensure continuity of station record.

## 3.03 RESPONSIBILITY

- A. District Commanders are responsible for ensuring that Station Journals are properly maintained as set forth in this policy.
- B. District Commanders are responsible for the timely distribution and replacement of Station Journals.
- C. District Commanders in coordination with the records section shall be responsible for the proper storage of all “filled” Station Journals.
- D. Company Commanders are responsible for ensuring that Station Journals are properly maintained during their respective tours-of-duty.
- E. Company Commanders are responsible for ensuring that all entries in the Station Journal are neat, accurate, and concise in order that the on-coming shift may be able to complete any unfinished business concerning alarm/activity.
- F. All members shall familiarize themselves with the procedures in making entries into the Station Journal.
- G. All members shall familiarize themselves with entries made on preceding shift(s) on return from days off or extended leave.
- H. All members are responsible for the security and confidentiality of the Station Journal.

### **3.04 PROCEDURE**

- A. At the beginning of the work-shift the Company Commander or designee shall record entries in to the Station Journal. This designee shall be identified by including “Station Journal” as part of the member’s assignment.
- B. Station Journal shall be filled out in accordance with the following:
  - 1. New Station Journals shall be labeled on the front cover and its binding with the following:
    - a. Station number
    - b. Date Station Journal opened and closed
  - 2. The inside front cover shall have a listing of all stations, companies, and other essential contacts.
  - 3. A new page shall be started at the designated “change of shift” time
  - 4. All headings, Notices (see 3.04, B, 13) and alarm entries shall be written in red ink, all other entries shall be written in black ink.
  - 5. Correction to entries shall be done by drawing a single line through the error and initialing the error. At no time shall correction fluid/tape or any other instrument be used.
  - 6. The day, platoon, and date shall be evenly spaced and centered at the top of every page an entry is made of each respective shift.
  - 7. Apparatus and assigned personnel, and personnel status (i.e. sick leave, annual leave, etc.) shall be indicated at the beginning of shift. Any time a change in assignment occurs, it shall be entered in to the Station Journal.
  - 8. All lines shall be filled in. All blank lines or insufficient space to properly complete an entry shall have line drawn diagonally (from upper left to lower right) across the space and initialed through the line.
  - 9. The member making the entry shall initial all entries in the left hand margin.

10. Anytime an on-duty member leaves the station for any reason, the time of departure, destination, and time of return shall be entered in to the Station Journal.
11. Any person(s) entering the station to perform work on utilities (i.e. plumbing, LP gas, sewer pumping, etc.) shall be entered in to the Station Journal. The person's name, title, Company/Agency represented, monetary amount charged for service, and receipt number shall also be included with the time the individual(s) checked in/out.
12. Only the start time shall be entered in the left hand margin. All other time entries shall be made in the narrative of the alarm or the event.
13. The word "Notice" shall be in red ink, in the left hand margin on the line above the time entry when a verbal or written notice is received denoting:
  - a. Special/Significant Events
  - b. Weather/Terrorism Warnings
  - c. Special instructions
14. At anytime the Station Journal is required to be removed from it's assigned station, an entry shall be made in both the outgoing and replacement Station Journals indicating:
  - a. Name of individual authorizing removal
  - b. Name of individual Station Journal is relinquished to
  - c. Reason for removal
  - d. Time and date of removal

Note: If removal is permanent or for an indefinite period the procedures for ending a Station Journal shall be followed (see 3.04, B, 15)
15. The last entry when closing a Station Journal shall be "End Of This Book". Any remaining spaces shall be drawn through with a diagonal line (see 3.04, B, 8).
16. Filled Station Journals shall be turned in to the District Commander immediately, who shall then coordinate storage with the Records Section.

# GUAM FIRE DEPARTMENT

<b>ROUTINE OPERATIONS</b>	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	(Not Used)
<b>Code:</b>	2-1-4
<b>Revised:</b>	Draft

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	National Flag/National Anthem
<b>Code:</b>	2-I-5
<b>Revised:</b>	Draft

## 5.01 PURPOSE

- A. To establish the proper display and handling procedures for the Flag of the United States of America.
- B. To provide and establish adequate guidelines for the actions of Fire Department personnel when confronted by the National Flag or National Anthem.

## 5.02 POLICY

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

## 5.03 RESPONSIBILITY

- A. It shall be the responsibility of all fire department personnel to closely observe the standards set forth in this policy.
- B. The Officer-In-Charge will be responsible for the proper display for the National Flag at his/her respective station.
- C. It shall be the responsibility of the Officer-In-Charge to periodically inspect the condition of both the National and the Guam flag.

## 5.04 STATION PROCEDURE

- A. The United States Flag and the Guam Flag shall be displayed at the top of the day during business hours, on all days of the year.
- B. It is customary to display the flag of the United States in the open from sunrise to sunset. It may be displayed at night when it is desired to produce a patriotic effect, however the flag shall be properly illuminated.
- C. The Flag shall not be displayed on days when weather is inclement.
- D. The Flag shall be hoisted briskly, and lowered slowly and ceremoniously. In raising and lowering the flag, it shall never be allowed to touch the ground.
- E. When carried in a procession with the Guam flag and other flags, the flag of the United States shall be on the marching right with the Guam flag taking the next position. When there is a line of other flags, the flag of the United States is in the

front of the center of that line with the Guam flag on the marching right of the line.

- F. When the Guam flag and other flags, (example, flag of cities or pennants of societies), are grouped and displayed from staffs with the flag of the United States, the latter should be at the center or at the highest point of the group. The Guam flag takes the next place of honor (on the spectator's left).
- G. The flag of the United States should be at the peak when flags of states, cities, or localities, or pennants of societies are flown on the same halyard.
- H. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International law forbids the flags of one nation above that of another nation in time of peace.
- I. When displayed with the Guam flag from cross staff, the flag of the United States should be on the right (flag's own right) and its staff should be in front of the Guam flag.
- J. When a flag becomes unfit for service, it shall be replaced with a new flag and the old flag returned to the Deputy Fire Chief for proper disposal.

#### **5.05 HALF-STAFF PROCEDURES**

Flags shall be displayed at half-staff on a national day of mourning or as directed by the Fire Chief.

#### **5.06 FLAG SALUTE**

When in uniform, fire department personnel shall salute the National Flag as it passes on all public occasions, ceremonies or parades. The procedure for properly saluting the flag is as follows:

- A. Not in formation: With head covered or uncovered, render the hand salute.
- B. In formation, at a halt: The formation shall be brought to attention and turned to face the flag; the Commanding Officer of the formation shall give the order to "present arms", at which time all personnel in the formation shall render the hand salute. To resume the position of attention, the Commanding officer shall give the order to "order arms" at which time all personnel shall drop their arms to their side.
- C. In Motion: The commander shall execute "eyes right". Upon command, the officers and firefighters not in formation shall give the hand salute.
- D. Members in civilian clothes, covered, shall salute the flag by uncovering with the right hand, with the right hand holding the headdress opposite the right shoulder.
- E. Members in civilian clothes, uncovered shall salute the flag with the right hand opposite the right shoulder.
- F. In all cases, the salute shall be rendered when the flag has arrived within a distance of six (6) paces and held until it passed six (6) paces beyond.

#### **5.07 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. Fire Department personnel shall face the music and render the salute at the first note of the National Anthem and shall hold the salute until the last note is sounded.
- C. In cases where the National Anthem is played simultaneously with the raising of the National Flag, fire department personnel shall face the flag, render the hand salute, and hold the salute until the last note of the National Anthem is sounded.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Equipment Loan Out
<b>Code:</b>	2-I-6
<b>Revised:</b>	Draft

## 6.01 PURPOSE

To provide policy and guidelines relative to the loaning out of fire department equipment.

## 6.02 POLICY

No member shall be authorized to loan out or borrow any Fire Department/Government owned equipment.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Yard Maintenance
<b>Code:</b>	2-I-7
<b>Revised:</b>	Draft

## 7.01 PURPOSE

To establish departmental policy and guidelines for acceptable grounds maintenance at each Fire Station.

## 7.02 POLICY

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

## 7.03 SCOPE

The term "grounds" as used in this policy refers to those areas around and belonging to each fire station.

## 7.04 RESPONSIBILITY

- A. The Officers-In-Charge are responsible for the following:
  - 1. Insuring that the grounds of their fire stations are kept neat and clean.
  - 2. Overall supervision of grounds maintenance.
  - 3. Coordinating with their counterparts routine ground maintenance activities.
- B. Fire Captains and Fire Fighters shall carry out all cleaning and maintenance assigned which have been delegated to them.

## 7.05 REPAIRS

See 2-I-2, Section 2.05.

## 7.06 PROCEDURE

The various routine cleaning and maintenance procedures are normally performed in accordance with the following schedule:

- A. Daily

1. Check for and pick up trash/debris.
  2. Clean walkways and porches.
- B. Weekly
1. Lawn mowing and trimming.
- C. As Needed Basis
1. Shrubbery trimming.
  2. Leaf raking.

## **7.07 GENERAL**

Nothing in this policy shall preclude any Chief Officer from requiring additional cleaning or maintenance or making work schedule adjustments as the need arises.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Emergency Power Systems
<b>Code:</b>	2-I-8
<b>Revised:</b>	Draft

## 8.01 PURPOSE

To provide policy and guidelines concerning the testing and maintenance of emergency generators so as to insure available emergency power at Fire Stations.

## 8.02 POLICY

All Fire Department emergency generators are to be maintained and tested so as to be ready and available for supply of emergency power when needed.

## 8.03 RESPONSIBILITY

- A. The overall responsibility for the proper maintenance and repair of Fire Department emergency generators rests with the Fire Department Mechanic.
- B. It shall be the responsibility of the Officer-In-Charge to see that Fire Department emergency generators are tested and operable.
- C. Officers-In-Charge are responsible for informing the Fire Department Mechanic whenever a Fire Department emergency generator is out-of-service or inoperable.

## 8.04 PROCEDURE

The following procedures shall be carried out for all Fire Department emergency generators.

- A. Each Saturday, the Officer-In-Charge or his/her designee shall perform a test of each emergency generator, except for those generators that are programmed to automatically run.
- B. Prior to each test, all fluid levels shall be checked.
- C. The emergency generators shall be run a minimum of ten (10) minutes.
- D. Emergency power outlets (where applicable) will be checked for proper operation during the generator test.
- E. Any deficiency in a generator's operation shall be reported to the Fire Department Mechanic and properly recorded, so that the necessary repairs can be scheduled.

- F. A written record of generator tests and maintenance shall be maintained on the Station Equipment Journal.
- G. All maintenance shall be performed according to the manufacturer's recommendations.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Miscellaneous Station Duties
<b>Code:</b>	2-I-9
<b>Revised:</b>	Draft

## 9.01 PURPOSE

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

## 9.02 POLICY

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

## 9.03 GIVING DIRECTIONS

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

- A. Give clear and concise directions.
- B. Use maps to illustrate directions, if necessary.
- C. Personnel shall be helpful and courteous at all times.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Personal Locker Assignments
<b>Code:</b>	2-I-10
<b>Revised:</b>	Draft

## 10.01 PURPOSE

To provide a system, which insures that all suppression personnel are assigned a locker.

## 10.02 POLICY

- A. Every suppression member shall be assigned a locker, when available.
- B. Each Station Officer-In-Charge shall have the responsibility to assign lockers to personnel on his/her respective shift and coordinate these assignments with the opposite shift Officer-In-Charge.
- C. No more than one (1) individual may be assigned to a single locker.
- D. No member shall either permanently or temporarily occupy more than one (1) locker at a time.
- E. All lockers shall be numbered for identification purposes.
- F. Lockers may be secured at the expense of the individual or individuals assigned to a particular locker.
- G. Locker inspection shall be in accordance with 1-IV-32.

## 10.03 PROCEDURE

- A. Any suppression member that has not been assigned a locker shall notify his/her immediate supervisor so that an assignment can be made.
- B. The Station Officers-in-Charge shall coordinate locker assignments to avoid confusion.
- C. The Station Officers-in-Charge shall keep a record of all locker assignments.
- D. Members shall not use another member's locker for any reason unless; the member has given prior permission.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Telephone Use
<b>Code:</b>	2-I-11
<b>Revised:</b>	Draft

## 11.01 PURPOSE

- A. To properly manage telephone usage for personal calls during fire department work hours.
- B. To provide department policy relative to telephone usage by fire department members.

## 11.02 POLICY

- A. Personal calls shall be limited to three (3) minutes on fire department business telephone lines.
- B. The company officer may allow brief long distance calls on department house phones if such condition(s) exists to warrant such calls and as long as no toll charges will be incurred by or charged to the government.
- C. No "Collect Calls" shall be accepted by any member.
- D. During the hours between 0800-1800, except during mealtime and or regular recognized breaks, members shall avoid making and receiving personal calls unless there is an emergency, or they have permission from the company officer.
- E. All personnel receiving or placing a phone call after 1800 hours will monitor their own usage and hold calls to three (3) minutes.
- F. All personnel shall ensure that the incoming "Call Waiting" calls are answered promptly under all circumstances.
- G. The procedure to follow when reporting trouble with any telephone equipment at the station is as follows:
  - 1. If between the hours of 0800 and 1700, the Fire Dispatcher should be notified of the telephone trouble and the Dispatcher will notify the proper person(s).
  - 2. If none of the above is available to report the trouble, then trouble calls shall be reported to the Guam Telephone Authority.

## 11.03 RESPONSIBILITY

All members are responsible to utilize good judgment and abide by department Policy concerning telephone usage.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Condemnation of Equipment
<b>Code:</b>	2-I-12
<b>Revised:</b>	Draft

## 12.01 PURPOSE

- A. To properly identify and manage the disposal of condemned equipment.
- B. To provide department policy relative to the disposal of condemned equipment.

## 12.02 POLICY

- A. Disposal of condemned equipment shall be coordinated through the Logistics and Support Division.
- B. The Company Commander shall request to condemn any equipment due to damage, normal wear and tear or inability to utilize equipment due to expiration of such item.
- C. The Logistics Officer shall authorize the condemnation of all items issued from supply such as personal safety equipment, uniforms, and small office equipment, etc.
- D. The Communications Officer shall authorize the condemnation of radio and communication equipment assigned to the department inventory.
- E. The Fire Chief shall authorize the condemnation of fire hose, apparatus, vehicles and other items as deemed necessary. The Chief's office shall also arrange for condemnation of large appliances other inventory items not handled by other units.

## 12.03 RESPONSIBILITY

- A. The Logistics and Supply Officer shall be responsible for the coordination, verification and disposal of all equipment deemed condemned by the above-mentioned personnel.
- B. All members are responsible to inform the Officer in charge of defective or damaged equipment that may be deemed condemnable.
- C. The District Commander is responsible to coordinate the verification and disposal of equipment of his command through the Logistics and Supply Officer.

## 12 04 PROCEDURE

All equipment deemed condemned shall be listed in the Station Journal, its destination for disposal and the Logistical Officer who received said items.

# GUAM FIRE DEPARTMENT

<b>ROUTINE OPERATIONS</b>	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	(Not Used)
<b>Code:</b>	2-I-13
<b>Revised:</b>	Draft

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	I - Station Operations
<b>Subject:</b>	Energy Conservation
<b>Code:</b>	2-I-14
<b>Revised:</b>	Draft

## 14.01 PURPOSE

To establish policy and guidelines relative to the efficient use of energy and water.

## 14.02 POLICY

All Fire Department personnel shall:

- A. Strive to conserve both energy (electricity) and water.
- B. Make every effort to curtail unnecessary use of energy (electricity) and water so as not to give the appearance of waste.

## 14.03 GUIDELINES

- A. Cooling Systems
  1. Thermostats for controlling cooling equipment in fire stations shall be set and maintained at 78° F.
- B. In the event of water shortages:
  1. Training activities utilizing water are suspended.
  2. Testing of fire hydrants is suspended.
  3. Water shall not be used to wash apparatus, vehicles, or hose.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	Apparatus Maintenance
<b>Code:</b>	2-II-1
<b>Revised:</b>	Draft

## 1.01 PURPOSE

- A. To establish guidelines for the cleaning of departmental apparatus and light vehicles.
- B. To establish an annual schedule cleaning of apparatus and light vehicles.

## 1.02 POLICY

- A. The Fire Department Mechanic shall complete repairs and service normally performed on Fire Department light vehicles and apparatus.
- B. Fire Department members shall perform the daily and weekly checks of apparatus and equipment.
- C. Fire Department members shall perform cleaning and routine maintenance of all emergency apparatus and light vehicles.
- D. See also Section 1-IV-11 "Lost or Damaged Equipment".

## 1.03 SCOPE

This policy shall pertain to all Fire Department light vehicles and apparatus.

## 1.04 RESPONSIBILITY

- A. The Fire Department Mechanic is responsible for apparatus, light vehicles and equipment maintenance.
- B. Fire Department members are responsible for the routine cleaning and maintenance of all light vehicles and emergency apparatus as specified in this policy.
- C. Each Officer-In-Charge will ensure that fire equipment and light vehicles are cleaned when scheduled and inspected when completed.
- D. Each Officer-In-Charge shall follow the cleaning schedule provided in this policy for all vehicles.

## 1.05 CLEANING OF APPARATUS AND EQUIPMENT

A. Daily

1. All apparatus shall be dusted off daily and washed as necessary.
2. Wheels and fenders of apparatus shall be washed no sooner than one (1) hour after the apparatus returns to quarters in order to prevent damage to apparatus brake drums. All tar will be removed with a non-toxic tar remover. Tar remover shall not be used on any area that is undercoated.
3. All apparatus shall be returned to service, and all life support and/or other essential equipment will be cleaned, and placed back in service as soon as possible.
4. Hose shall be cleaned and dried.

B. Monthly

1. Drive Line

- a. Clean driveline (engine, transmission, front and rear axles, springs and shackles).
- b. Clean grease and dirt build-up around the following areas with appropriate cleaning agent:
  - (1) Primer oil reservoir
  - (2) battery compartments
  - (3) engine cowling
  - (4) all door latches and hinges
  - (5) fuel fill areas
- c. Remainder of underside will be cleaned, then rinsed well.

2. Compartments

- a. Remove all equipment from compartments.
- b. Remove wooden slats, crates, etc.
- c. Clean compartment bottoms with damp sponge and wash with water.

3. Cab

- a. Remove all equipment, turnout gear, and medical equipment from cab. Vacuum, wash and/or wipe down all surfaces in cab.
- b. Vacuum and/or wash behind jump seat area where dust paint chips accumulate. Wipe down all surfaces in jump seat area.
- c. Wash all windows inside and out with window cleaner.

4. Hose Bed Cover

- a. Remove and wash hose bed cover with scrub brush and soapy water. Rinse well and hang to dry. Replace cover after drying.

5. High-Rise Unit

- a. All routine maintenance shall be as per the manufacturers recommendations.

## **1.06 CLEANING OF LIGHT VEHICLES**

A. All light vehicles shall be washed, windows and interior cleaned daily.

1. Rinse and sponge outside of vehicle and chamois dry.
2. Remove mats - wash, dry and replace
3. Vacuum interior, empty ashtrays.
4. Clean vinyl seats with vinyl cleaner.

5. Clean windows inside and out with window cleaner.
  6. Clean light bars with plastic cleaner.
  7. Fuel all vehicles.
- B. All light vehicles shall be waxed weekly.

### **1.07 CLEANING SCHEDULE - SEMI-ANNUAL**

- A. All tools, equipment and apparatus parts normally painted will be painted every six (6) months.
- B. No aluminum parts of apparatus or equipment shall be painted unless they have been painted in the past.

### **1.10 COMPLETE WASHING OF APPARATUS**

- A. On the first day of each week the shift assigned shall:
  1. Thoroughly clean the apparatus. It shall be washed with soap and water from top to bottom, then chamois dry.
  2. Cab and jump seat interiors shall be cleaned and vacuumed.
  3. All windows are to be washed with glass cleaner inside and out.
  4. Soap solutions may be used on the exteriors of apparatus and light vehicles, especially on the undercarriage where a stronger cleaning agent is required.

### **1.11 ROUTINE MAINTENANCE OF APPARATUS**

- A. Fuel, water and oil levels shall be checked each morning during the routine apparatus check.
- B. Fuel shall be added if the gauge indicates the fuel level to be 3/4 full or less.
- C. Water and other fluids shall be added as necessary to maintain the proper level required for each particular piece of apparatus.
- D. Gallons of fuel added in vehicle shall be noted, and fuel coupon turned in to respective District Commander.

### **1.12 ROUTINE MAINTENANCE OF LIGHT VEHICLES**

- A. Personnel assigned to a light vehicle shall monitor said vehicle's fuel and other fluid levels and "top off" as necessary. Gallons of fuel added in vehicle shall be noted, and fuel coupon turned in to respective District Commander.
- B. The Fire Department Mechanic shall complete all other maintenance of light vehicles.

### **1.13 REPAIR OF APPARATUS, LIGHT VEHICLES AND EQUIPMENT**

- A. The Fire Department Mechanic shall perform all necessary repairs to department apparatus, light vehicles and equipment.
- B. Repairs of a major nature shall be coordinated through proper channels to contract the work out to a private vendor, as deemed necessary by the Fire Chief.

- C. When emergency repairs are necessary and the Fire Department Mechanic is off duty, the Officer-In-Charge shall inform the District Commander, who will in turn coordinate the repairs with the mechanic.
- D. See also Section 1-IV-11, "Lost or Damaged Equipment/Apparatus."

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	Vehicle Out of Service Procedure
<b>Code:</b>	2-II-2
<b>Revised:</b>	Draft

## 2.01 PURPOSE

To provide policy and guidelines relative to placing Fire Department vehicles out of service.

## 2.02 POLICY

- A. Fire Department vehicles may be removed from service for repairs, routine service and safety.
- B. The assigned operator shall inform the Company Officer-in-Charge of all issues concerning the operational safety of the apparatus/vehicle.
- C. A vehicle may be removed from service by the Company Officer-in-Charge if it has been determined that further use of the vehicle/apparatus constitutes a safety hazard
- D. Company Officers-in-Charge who remove Fire Department vehicles from service shall notify respective District Commanders soon as the decision has been made.
- E. Whenever an emergency vehicle is removed from service the District Commander shall inform the Alarm Office immediately. If said emergency vehicle is a major piece of fire apparatus (i.e. an engine or truck) the Deputy Fire Chief shall be notified of the situation as soon as possible.

## 2.03 SCOPE

This policy shall include all Fire Department operated vehicles and apparatus.

## 2.04 RESPONSIBILITY

- A. The overall responsibility for managing vehicle service/maintenance status rests with the Fire Department Mechanic.
- B. Station Officers-in-Charge, are responsible for maintaining an awareness of the current service status of the vehicles and apparatus in use by their respective shifts.
- C. District Commanders are responsible for insuring that departmental policies and procedures concerning out of service vehicles are followed.

- D. Officers-In-Charge are responsible for making the proper notifications (see 2.02, Policy) and insuring that the proper reports and records are completed by the apparatus operators under their respective commands.
- E. Apparatus operators who operate Fire Department vehicles shall be responsible for notifying their direct supervisors when such conditions may exist which may render the department vehicle unsafe and/or unfit for further use.
- F. Apparatus operators are responsible for the proper documentation of Defective or Missing Equipment, whenever the vehicle they are assigned to is in need of repair or replacing.

## **2.05 EMERGENCY VEHICLES**

- A. Whenever an apparatus Officer-in-Charge removes an emergency vehicle from service, the operator's direct supervisor shall be notified immediately.
- B. Whenever an emergency vehicle is removed from service, the Dispatcher shall be notified immediately, as well as the District Commander. An "out of service" tag/label shall be placed on the steering wheel of the vehicle. The Dispatcher shall enter the time out of service in the Journal, and announce the vehicle out of service over the department radio.
- C. Whenever an emergency vehicle must be removed from service for routine maintenance or repairs, such removal shall be scheduled in advance and coordinated between the Fire Department Mechanic, Officer-In-Charge, and the District Commander.
- D. Repairs of a major nature may be sent out or repairs may be done in the station, however, the Fire Department Mechanic shall make every effort to repair the apparatus/vehicle at the closest feasible location.
- E. Whenever an emergency vehicle is removed from service due to an immediate need, the Company Officer shall coordinate with the District Commander in order to provide prompt replacement and/or repairs. The District Commander shall make contact with the Fire Department Mechanic to arrange for repairs.
- F. Whenever an emergency vehicle is removed from service due to an immediate need, notification shall be made to the District Commander.
- G. Whenever an apparatus operator or any Fire Department member becomes aware of missing equipment and/or a piece of apparatus is in need of repair, said individual shall promptly document it in the appropriate Journal.

## **2.06 NON-EMERGENCY VEHICLES**

Arrangements for repairs and services for non-emergency vehicles shall be coordinated through the Fire Department Mechanic.

## **2.07 TAGGING OUT OF SERVICE APPARATUS.**

- A. A sign stating "APPARATUS OUT OF SERVICE" will be kept in the apparatus glove compartment and will be available at all times.

- B. Any time a piece of apparatus is removed from service for whatever reason the sign will be attached to the steering wheel of said apparatus and will attached until such time as the apparatus is placed back in service.
- C. Whenever a sign is removed from any piece of apparatus the sign is to be returned to its original location.
- D. It shall be the responsibility of the individual taking the apparatus out of service to have the sign attached to the steering wheel of said apparatus.
- E. At no time is a piece of apparatus that has been placed and tagged as out of service to be moved without the approval of the Fire Department Mechanic and/or the Officer-In-Charge.
- F. The printed matter on the sign is to face the operators seat at all times.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	Testing Apparatus Pumps
<b>Code:</b>	2-II-3
<b>Revised:</b>	Draft

## 3.01 PURPOSE

- A. To provide policy and guidelines relative to testing Fire Department engines.
- B. To establish a standard procedure for the annual testing of fire apparatus pumps.

## 3.02 POLICY

All Fire Department apparatus pumps shall be tested once each year and after any major repairs. This testing of pumps shall be known as the "Annual Service Test."

## 3.03 RESPONSIBILITY

- A. It shall be the responsibility of the Fire Department Mechanic to insure that the Annual Service Tests are performed on all pumping apparatus. The Fire Department Mechanic shall schedule the testing of pumping apparatus and coordinate with the involved shifts.
- B. It shall be the responsibility of the Fire Department Mechanic to observe the Annual Service Test and insure all figures and facts are correct.
- C. It shall be the responsibility of the Fire Department Mechanic to perform the Annual Service Test in accordance with the procedures and standards set forth within this policy.
- D. It shall be the responsibility of the Officer-In-Charge to provide shift personnel to assist the Fire Department Mechanic during the annual service test.

## 3.04 PROCEDURES

- A. All tests shall be performed at a suitable drafting pit and tests performed at draft.
- B. All tests shall be performed in accordance to specifications and procedures set forth in N.F.P.A. Pamphlet #1901.
- C. All main pumps on fire apparatus shall be tested.
- D. Minimum Annual Service Test shall consist of:
  - 1. A drafting test.
  - 2. A capacity test at 150 psi net pump pressure for twenty (20) minutes.

3. A 70% capacity test at 200-psi net pump pressure for ten (10) minutes.
  4. A 50% capacity test at 250-psi net pump pressure for ten (10) minutes.
  5. A spurt test at capacity at a maximum of 165 psi net pump pressure for five (5) minutes.
  6. Relief valves shall be tested during each test period.
- E. The entire Annual Service Test shall be re-instituted should a failure occur on any one test resulting in repairs to the apparatus.
  - F. Written records of Annual Service Tests on all pumping apparatus shall be maintained.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	Driving Emergency Vehicles
<b>Code:</b>	2-II-4
<b>Revised:</b>	Draft

## 4.01.PURPOSE

To establish Fire Department policy relative to driving fire apparatus and other vehicles.

## 4.02 POLICY

- A. All members shall follow departmental guidelines for safe driving.
- B. The chock blocks provided with various pieces of fire apparatus shall be utilized at all times.
- C. Members driving Fire Department vehicles shall observe the Basic Speed Rule (never exceed a speed which is safe, reasonable and proper for existing conditions).
- D. When backing fire apparatus, a member shall serve as a guide to assist the driver and insure a safe backing operation.
- E. Members driving Fire Department vehicles shall utilize defensive driving techniques.
- F. Fire Department members driving emergency vehicles shall use extreme caution when approaching and traversing street intersections.
- G. Fire Department members driving emergency vehicles shall use extreme caution on approach to the emergency scene.
- H. Fire Department members driving emergency vehicles shall utilize warning devices in accordance with those guidelines found in the Operations Manual. See also 2-II-6.

## 4.03 RESPONSIBILITY

- A. All Fire Department members are responsible to operate all fire apparatus and other departmental vehicles in accordance with Title 16, Guam Code Annotated (GCA), "Guam Vehicle Code" and the guidelines contained within the Operations Manual.
- B. All Fire Department members are responsible to drive in a defensive and safe manner.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	Warning Devices
<b>Code:</b>	2-II-5
<b>Revised:</b>	Draft

## 5.01 PURPOSE

To establish the procedures and criteria for use of warning devices on Fire Department vehicles.

## 5.02 POLICY

- A. The Fire Department shall utilize warning devices on emergency vehicles in accordance with those criteria established under Title 16, Guam Code Annotated (GCA), "Guam Vehicle Code" and the guidelines contained within the Operations Manual.

## 5.03 AUTHORITY

Guam Vehicle Code authorizes the use of warning 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.

## 5.04 EMERGENCY OPERATIONS

- A. Emergency Vehicles: Shall be operated on an emergency basis only when all warning devices are in continuous operation.
- B. Warning Lights: Warning 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 sounds (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. The Air Horn or Siren should not be used on the Downtown Mall.

#### **5.06 NON-EMERGENCY OPERATION**

- A. Vehicles responding to non-emergency type incidents, such as public assists, shall not use warning lights and siren.
- B. Warning lights and/or siren will not be used to back into apparatus room.
- C. During station tours, pumper demonstrations, etc., warning 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 discounting the use of warning devices after being canceled from an emergency response.
- E. When the apparatus is parked on a public street, the four-way amber flashers 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 nighttime or early morning hours, care must be taken to avoid excessive use of apparatus sirens.
- G. Warning lights and/or siren will not be used when returning to the station from fire incidents.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	Apparatus Operational Limits
<b>Code:</b>	2-II-6
<b>Revised:</b>	Draft

## 6.01 PURPOSE

To facilitate the proper operation of fire apparatus within specified operational limitations.

## 6.02 POLICY

- A. Fire Department apparatus shall be operated with all due regard for safety and efficiency.
- B. Fire Department members who are operating apparatus shall not exceed the safe operational limitations of such apparatus.

## 6.03 RESPONSIBILITY

- A. Company Officers are responsible for insuring that those members under their direct supervision abide by the operational guidelines concerning apparatus operational limits.
- B. Personnel who are operating fire apparatus are responsible for its safe and efficient operation within the specified operational limits.

## 6.04 APPARATUS DRIVING

- A. The speed of fire apparatus shall not exceed safe limits dependent upon the following conditions:
  - 1. flow of traffic.
  - 2. amount of traffic.
  - 3. time of day.
  - 4. weather conditions.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	Fueling Procedures
<b>Code:</b>	2-II-7
<b>Revised:</b>	Draft

## 7.01 PURPOSE

To establish a systematic procedure for re-fueling department vehicles and emergency apparatus.

## 7.02 POLICY

Fire Department members shall follow those fueling procedures, which are listed herein.

## 7.03 SAFETY

Persons re-fueling shall observe safety precautions necessary to ensure proper completion of task.

- A. No smoking while re-fueling.
- B. All ignition and engines shall be turned to the off position.
- C. At no time shall pump be left unattended.
- D. Any malfunction in fueling equipment shall be reported to the Company Officer.

## 7.04 PROCEDURE

- A. Fueling shall take place when the fuel level reaches three quarters (3/4) of full.
- B. The quantity of fuel shall be logged in the appropriate journal(s) and the fuel coupon turned in to the District Commander.
- C. Any other pertinent information shall be filled out at time of fueling.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	Reserve Apparatus
<b>Code:</b>	2-II-8
<b>Revised:</b>	Draft

## 8.01 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 taken out of service for any reason.

## 8.02 POLICY

- A. Reserve apparatus shall be maintained in the same manner as first line apparatus.
- B. 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.
- C. Equipment located on reserve shall be maintained in the same manner as first line equipment.
- D. If equipment is removed from reserve apparatus, the Station Officer-in-Charge shall inform the District Commander, the District Commander shall inform the Deputy Fire Chief.

## 8.03 SCOPE

The scope of this policy includes all Fire Department emergency vehicles which are designated as reserve apparatus, including but not limited to: engines, aerial apparatus, and command vehicles.

## 8.04. RESPONSIBILITY

- A. Overall responsibility for the disposition of reserve apparatus rests with the Deputy Fire Chief.
- B. District Commanders are responsible to insure that reserve apparatus and equipment are maintained in the same manner as first line apparatus and equipment.
- C. Apparatus Operators and all other members are responsible for the maintenance of reserve apparatus and equipment.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	(Not Used)
<b>Code:</b>	2-II-9
<b>Revised:</b>	Draft

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Apparatus Operations
<b>Subject:</b>	(Not Used)
<b>Code:</b>	2-II-10
<b>Revised:</b>	Draft

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	II - Routine Operations
<b>Subject:</b>	Driver -Pump Operator Certification
<b>Code:</b>	2-II-11
<b>Revised:</b>	7-02-01

## 1.01 PURPOSE

To establish a uniform guideline for being released and recognized as a Driver/Pump Operator in the Guam Fire Department.

## 1.02 POLICY

- A. This policy will not apply to those employees currently released as a Driver Operator – Pump.
- B. All personnel that are recognized as a Driver Operator – Pump in the Guam Fire Department shall be evaluated for certification based on established criteria.
- C. An employee shall make application by completion of the application form in the Driver Operator – Pump Certification packet and submission to the Department Training Officer.
- D. The employee's company officer shall be responsible for the initial skills and knowledge evaluation.
- E. The Department's Training Officer shall perform the final evaluation.
- F. A certificate of certification shall be awarded upon completion of the evaluation process.

## 1.03 RESPONSIBILITY

- A. It shall be the responsibility of the employee to request the certification packet.
- B. It shall be the responsibility of each person applying for Driver Operator – Pump Certification to acquire all of the training necessary for the evaluation process.
- C. It shall be the responsibility of each person applying for Driver Operator – Pump Certification to research the references listed in the evaluation packet.
- D. It shall be the responsibility of the employee to submit the completed evaluation to the Department Training Officer for final evaluation.

## 1.04 PROCEDURE

- A. The employee can obtain a Driver Operator – Pump Certification packet from the Training Officer. The enclosed application shall be completed and submitted to the Training Officer for admission into the certification process. The Training Officer shall notify the employee’s current company officer of application at that time.
- B. The company officer shall review the packet with the employee. A timeline shall be established for the completion of the process. The company officer shall complete the check sheet, which includes administering all required tests. The items on the check sheet shall be checked off upon completion.
- C. The employee shall submit the completed packet to the Training Officer for final evaluation. The packet shall include the check sheet, tests, and copies of all certifications and license required by the check sheet.
- D. The Training Officer shall conduct a final evaluation. This evaluation shall be based on items selected by the Training Officer from the check sheet.
- E. Non-approval shall result in the packet being returned to the employee’s company officer for training and evaluation on the areas of deficiency.
- F. Approval shall conclude with the issuance of certification by the Training Officer and notification to the Department of completion of the process.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Equipment Repairs
<b>Code:</b>	2-III-1
<b>Revised:</b>	Draft

## 1.01 PURPOSE

To provide Fire Department members with safe equipment, which is in a state of good repair and establish a policy for equipment repair.

## 1.02 POLICY

- A. Fire Department members may perform equipment repairs of a minor nature when possible.
- B. The Fire Equipment Mechanic shall perform routine and major repairs on equipment.
- C. When necessary, outside agencies may be contracted with to perform equipment repairs. This process is managed and coordinated by the Fire Equipment Mechanic and the Fire Chief.

## 1.03 SCOPE

- A. This policy pertains to all Fire Department equipment.
- B. The term "Equipment" as used in this policy does not include Department vehicles or fire apparatus.
- C. "Repair" as used in this policy concerns those operations necessary to fix equipment which is broken and/or out of service.

## 1.04 RESPONSIBILITY

- A. Overall responsibility for repairing of Fire Department equipment rests with the Fire Department Equipment Mechanic.
- B. Officers-In-Charge shall coordinate with the Fire Equipment Mechanic to schedule equipment repairs.
- A. Company Officers shall monitor the condition of the equipment assigned to their station and company and insure that any necessary equipment repair is expedited.
- B. Company officers shall supervise those minor equipment repairs made by Fire Department members.

- C. Company Officers shall coordinate with their counterparts concerning equipment repairs.
- D. Company officers shall notify the District Commander when scheduled equipment repairs are necessary.
- E. Members shall monitor the condition of Fire Department equipment and shall notify the Company Officer of needed repairs. They may make minor repairs as directed, if possible.

#### **1.05 PROCEDURE**

- A. When the need to repair equipment is recognized by a member, said member shall notify the Company Officer.
- B. If the necessary repair work is minor in 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, the Company Officer shall notify the District Commander.
- D. The District Commander shall coordinate and schedule equipment repairs.
- E. All events and repairs shall be logged in the appropriate Journal.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Equipment Out of Service
<b>Code:</b>	2-III-2
<b>Revised:</b>	Draft

## 2.01 PURPOSE

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

## 2.02 POLICY

- A. Fire Department equipment may be placed out of service for replacement, repairs, safety or routine service reasons.
- B. Company officers may place equipment out of service as the immediate need arises.
- C. When any piece of equipment, which is critical to emergency operations, is placed out of service, notification to the District Commander shall be made.
- D. Whenever equipment must be out of service for extensive repairs or safety reasons or when any piece of equipment will be out of service for more than one shift 24 (twenty-four) hours, the District Commander shall be notified and information pertinent to the situation shall be forwarded to the Fire Department Mechanic.
- E. Shift members shall communicate and coordinate with their counterparts concerning out of service equipment.
- F. Members shall notify their Company Officers whenever they detect problems with equipment, which may indicate the need to remove such equipment from service.
- G. When equipment needs repair or is missing it shall be properly indicated in the Equipment Journal.

## 2.03 SCOPE

The focus of this policy concerns Fire Department equipment but does not deal with fire apparatus. For Out of Service Apparatus Procedures, see Section 2-II-2, Apparatus Operations.

## 2.04 RESPONSIBILITY

- A. The Fire Department Mechanic is responsible for the overall maintenance 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 adequate replacement equipment.
- B. Officers-In-Charge are responsible to place any equipment out of service, which, may be unsafe. They shall also forward notification (according to Departmental policy) of any unsafe equipment or any equipment requiring extensive repairs, to the Fire Department Mechanic.
- C. Company Officers are responsible to remove from service any equipment, which 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 (see 2.02, Policy).
- D. All members are responsible for notifying their Company Officer of equipment that may require it be put 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.

## **2.05 PROCEDURE**

- A. Members shall notify their Company Officer of conditions, which may warrant equipment being removed from service.
- B. Company Officers may take equipment out of service in accordance with Departmental policy (see 2.02, Policy).
- C. Company Officers shall make all appropriate notifications and shall coordinate with their counterparts concerning out of service equipment.
- D. The Officer-In-Charge shall make notification and coordinate with the Fire Department Mechanic.
- E. The Fire Department Mechanic shall coordinate and/or schedule the repair and/or replacement of out of service equipment.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Equipment Coding System
<b>Code:</b>	2-III-3
<b>Revised:</b>	Draft

## 3.01 PURPOSE

To identify all equipment assigned to each unit in the Guam Fire Department.

## 3.02 POLICY

- A. All equipment shall be coded according to the station/unit it is assigned to.
- B. For Hose Identification refer to 2-III-6, 6.07.

## 3.03 RESPONSIBILITY

- A. Overall responsibility for the Guam Fire Department coding system rests with the Company Officer.
- B. Company officers shall cause equipment to be properly coded.

## 3.04 COLOR CODE

- A. Station 1 (Tamuning) - Light Green
- B. Station 2 (Sinajana) - White
- C. Station 3 (Barrigada) - Yellow
- D. Station 4 - (Dededo) - Red
- E. Station 5 (Agat) - Orange
- F. Station 6 (Inarajan) – Light Green/White
- G. Station 7 (Piti) – White/Yellow
- H. Station 8 (Umatac) - Light Blue
- I. Station 9 (Yona) - Gold
- J. Station 10(Yigo) – Yellow/Red
- K. Station 11(Talofofo) – Red/Orange
- L. Station 12(Astumbo) – White/Red
- M. Rescue 1 - Light Green/Red
- N. Rescue 2 - Light Green/Gold
- O. Rescue 3 - Light Green/White

### **3.05 PROCEDURE**

- A. When new equipment is assigned to a piece of apparatus or a Station, it shall be color coded as soon as possible.
- B. Paint a 3/4" band around the handle near the head of appropriate tools.
  - 1. Use a single band for one (1) color, and Two (2) bands for two (2) colors.
- C. Paint a 1" x 1" square on other equipment.
  - 1. One (1) Color - Single 1" x 1" square
  - 2. Two (2) Colors – Two 1"x1" squares, one (1) each color.
- D. Place equipment on assigned apparatus or Station.
- E. Labels may be used as an alternative to painting or as a secondary means of marking. Labels are apparatus specific, except for items that have no specific apparatus assignment (example-Breathing air cylinders). Every item that is not permanently attached to the apparatus shall be color coded or labeled.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Radio Repair Procedures
<b>Code:</b>	2-III-4
<b>Revised:</b>	Draft

## 4.01 PURPOSE

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

## 4.02 POLICY

- A. Anytime a vehicle radio, portable radio or pager is not operating correctly, the Company Officer shall be notified immediately, the Company Officer shall then notify the District Commander.
- B. The District Commander shall take the necessary actions to expedite the repair process and provide the necessary back-up equipment to those in need.
- C. Portable radios in need of repair shall be forwarded to the Communications Support Section.

## 4.03 PROCEDURES

- A. Anytime a radio or pager is not operating correctly, the Company Officer is to be notified. The Company Officer will, in turn, notify the District Commander.
- B. If the faulty radio is a portable, the Communications Support Officer shall make every effort to supply a replacement.
- C. The Fire Alarm Office shall be notified of all radio failures and shall relay that information to the Communications Support Section.
- D. All missing/defective equipment (including radios) shall be properly documented in the Equipment/Station Journal. See also 2-II-1.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Pressure Vessel Maintenance
<b>Code:</b>	2-III-5
<b>Revised:</b>	Draft

## 5.01 PURPOSE

- A. To establish a step-by-step procedure to receive, record and check all new and repaired pressurized vessels.
- B. To establish the criteria and procedures necessary to insure proper hydrostatic testing of Fire Department pressure vessels.

## 5.02 POLICY

- A. All pressurized vessels shall be numbered and recorded in a computerized database.
- B. All pressurized vessels owned or utilized by the Fire Department shall be scheduled for hydrostatic testing in accordance with the following:
  - 1. Steel/Aluminum air bottles - at five (5) year intervals.
  - 2. Composite air bottles- at three (3) 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 re-filling and general bottle usage/handling procedures.

## 5.03 SCOPE

These procedures are to cover all pressurized vessels including but not limited to oxygen and compressed air.

## 5.04 RESPONSIBILITY

- A. The overall responsibility for maintenance and record keeping on all pressure vessels shall be with the Fire Department Logistics and Supply Section.
- B. Company Officers/Supervisors are responsible for insuring that Departmental policies and procedures concerning pressure vessels are correctly carried out.

## 5.05 PROCEDURE

A. New Bottles

1. Receive bottle from vendor.
2. Fill bottle (if empty) and then check bottle for obvious leaks or defects.
3. Check the pressurized vessel record. Note last number for specific type of vessel and assign the next number to the new bottle.
4. Fill out information card completely.
5. Label it with a Guam Fire Department Property number obtained from the database.
6. Place bottle in service as the need arises.

B. Hydrostatic Test

1. On the 1<sup>st</sup> week of every month, check pressurized vessel database and check hydrostatic due dates.
2. When bottles are to be serviced (hydrostatic test), remove bottle from service and replace it with a spare bottle.
3. Send bottle to the appropriate testing agency/company for testing.
4. Upon receiving the bottle back from the testing agency, check bottle for air, leaks and/or defects.
5. Update database file on specific bottle.
6. Place bottle back in service as directed.
7. If there is a problem such as a leak, notify the respective District Commander/supervisors.

C. Filling Bottles – See 2-III-9.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Hose Policy
<b>Code:</b>	2-III-6
<b>Revised:</b>	Draft

## 6.01 PURPOSE

To establish policy and guidelines relating to maintenance, identification and testing of fire hose.

## 6.02 POLICY

- A. The Logistics and Supply Section shall manage and distribute all new hose.
- B. The Logistic and Supply Section shall ensure that an “Equipment Status Report” form is properly filled out for all hose in the Fire Department’s inventory.
- C. A permanently labeled number and month/year shall identify and indicate the purchase date on all hose.
- D. Company Officers shall ensure that an “Equipment Status Report” form is updated annually for hoses, which shall coincide with the hose-testing schedule.
- E. Records (“Equipment Status Report” form) shall be kept on each length of fire hose by the Company Officer, which the hose is assigned to. Copies shall be forwarded to the Logistics and Supply Section.
- F. Fire hose shall be maintained according to manufacturer's recommendations and Departmental guidelines
- G. All jacketed rubber-lined hose shall be tested annually.
- H. All hose-beds shall be re-bedded and hoses partially rotated out every month
- I. All hoses shall be cleaned after each use. Respective shift Company Officer counter-parts shall make every effort to coordinate cleaning of hoses after late alarms.

## 6.03 RESPONSIBILITY

- A. It shall be the responsibility of the Logistics and Supply Section to ensure that all hose acquired is recorded in to the department’s inventory and database. This section shall also assign and label the permanent identification number prior to releasing the hose in to circulation.
- B. It shall be the overall responsibility of the District Commander to provide management of the testing and maintenance of fire hose.

- C. The Company Officers shall ensure that proper care and procedures are utilized during the maintenance, testing and use of fire hose.
- D. During the hose test period, Company Officers shall coordinate with their respective counter-part to ensure that all hoses complete the test cycle and relay the status of all hose.
- E. All members shall utilize the proper procedures and provide the proper care when maintaining, testing and utilizing fire hose.

## **6.04 PROCEDURE**

### **A. Testing**

1. Fire Department hoses that have been put in to service, including those in storage/compartments shall be tested annually.
2. Hose will be tested in February:
  - a. 1<sup>st</sup> week of the month for stations 1, 10, 5, 6
  - b. 2<sup>nd</sup> week of the month for stations 2, 4, 7, 9
  - c. 3<sup>rd</sup> of the month for stations 3, 12, 8, 11
3. All hose testing shall be completed by the end of the designated week.
4. 1 1/2", 1 3/4", and 2 1/2" double-jacketed hose shall be tested at 250 p.s.i. for five (5) minutes. 4" and single jacket 1 1/2" standpipe hose shall be tested at 200 p.s.i. for five (5) minutes.
5. Lay out hose and connect lengths into lines not more than three hundred (300) feet long.
6. Connect nozzles or blind caps to open ends and tighten all couplings.
7. Connect lines to hose manifold on engine.
8. Fill lines with water from engine and bleed off all trapped air.
9. With all the air evacuated from the lines and all nozzles shut, other gate discharge valves down to restrict flow, increase pump pressure to prescribed pressure (see line 10).
10. Maintain pump pressure at prescribed pressure for five (5) minutes.
11. Check for leaks and/or sweating around couplings.
12. Tag defective hose, indicating the problem and take appropriate action after the test is complete (see 6.07, Damaged Hose). If the hose is new and failed the test, contact the District Commander.
13. Record appropriate entries in respective Journal(s).

### **B. Hose re-bedding**

1. The schedule for re-bedding shall be as follows:
  - a. 1<sup>st</sup> or 5<sup>th</sup> day of the month for stations 1, 10, 5, 6
  - b. 2<sup>nd</sup> or 6<sup>th</sup> day of the month for stations 2, 4, 7, 9
  - c. 3<sup>rd</sup> or 7<sup>th</sup> day of the month for stations 3, 12, 8, 11
2. All hoses in storage/compartments shall be rotated out on to the hose bed and attached to the working end. The equal amount of hose from the standing end shall be pulled off and rotated in to storage/compartments; the entire hose bed shall then be re-bedded.

## **6.05 CARE OF FIRE 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 cleansers.

B. Drying Hose

1. Hang hose in hose tower after cleaning.
2. Hose should remain in the tower two (2) calendar days.
3. Hose shall be fully dried to avoid mildew.
4. Avoid loading wet hose on fire apparatus whenever possible.
5. Do not overload the racks in the hose tower. Do not exceed the following: 15 sections of 2 1/2" or 25 sections of 1 1/2" and/or 1 3/4" or 10 sections of 2 1/2" and 10 sections of 1 1/2" and/or 1 3/4" per rack.

C. Storing Hose

1. Hose shall be stored using the straight-roll.
2. Hose shall be fully dry before storing.
3. Hose shall be stored in the Fire Stations in the area designed for that purpose.

## 6.06 NEW HOSE

- A. New hose received shall be visually checked for defects and damage.
- B. The unit receiving new hose shall test hose prior to it being used, this test however, does not preclude the hose from the regular testing schedule.
- C. Each length of new hose, which passes its test, shall be stamped/engraved and recorded by the Logistics and Support Section prior to being placed in service.  
See also 6.07

## 6.07 HOSE IDENTIFICATION

- A. All lengths of hose shall be properly identified in the following manner:
  1. The Logistics and Support Section shall determine a permanent property number and purchase date. This number shall remain throughout the life of the hose.
  2. The Logistics and Support Section shall hand punch or engrave on the non-moveable part of the female coupling the identification number and date of purchase. The bottom of the number shall be towards the hose.
  3. Fire Companies shall stencil one inch (1"), black letters/numbers to further identify hose assigned to their unit.
    - a. The numbers/letters shall be stenciled approximately six inches (6") from the end of the female coupling with the top of the number/letter facing the coupling.
    - b. There shall be no spacing between the letter and number. (Example: E6 for Engine 6, E7 for Engine 7, E1 for Engine 1, or R1 for Rescue 1).

4. Whenever hose is transferred to another unit/company the old stencil shall be blacked out and changed to reflect the new unit of assignment.

## **6.08 DAMAGED HOSE**

### **A. Repairable Damaged Hose**

1. Place 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 Fire Department Mechanic.
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 forty (40) feet. Exception: Hose used as "short sticks" in monitor operations.
7. Hose, which has been repaired, shall be tested and all appropriate information recorded (1-VII-12) prior to placing it back in 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 notation in Hose Records.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Self Contained Breathing Apparatus
<b>Code:</b>	2-III-7
<b>Revised:</b>	Draft

## 7.01 PURPOSE

To provide proper respiratory protection to Fire Department personnel through the maintenance, care and utilization of self-contained breathing apparatus (SCBA).

## 7.02 POLICY

- A. It is the policy of the Guam Fire Department that all personnel expected or likely to respond to, and function in, areas of atmospheric contamination, shall be equipped with, and trained in, the proper use and maintenance of the self-contained breathing apparatus (SCBA).
- B. Fire Department personnel shall utilize only SCBA, which conform to the requirements Title 42 Part 84 of the Code of Federal Regulations and are certified by the National Institute of Occupational Safety and Health (NIOSH) under the approval for the respirator configuration, and as specified in this policy.
- C. Fire Department personnel shall utilize SCBA as part of the overall protective clothing system (See 1-IV-2).
- D. Only pure, compressed air shall be used to fill the air cylinders of Fire Department SCBA (See 2-III-9). Air cylinders shall be filled and maintained in accordance with Fire Department policy (see 2-III-5).
- E. SCBA air cylinders shall be pressurized to "Full" capacity.
- F. Fire Department SCBA shall be inspected daily and briefly operated weekly by shift personnel.
- G. SCBA or their component parts, which are observed to be worn, defective, or damaged, shall be removed from service immediately, and a suitable replacement SCBA or part shall be provided.
- H. SCBA and their spare air cylinders shall be secured to Fire Department apparatus and vehicles in such a manner as to be readily available for quick operations; yet shall be well secured enough to prevent injuries to personnel or accidental damage to apparatus and/or equipment.
- I. Fire Department policy shall be to provide a minimum of one (1) SCBA and one (1) spare air cylinder for each on-duty member assigned to a particular piece of fire apparatus or emergency vehicle. Each member shall also be properly fitted and provided with a personal face piece.

### **7.03 RESPONSIBILITY**

- A. The Fire Chief has the overall responsibility for providing a proper respiratory protection system within the Department.
- B. The Deputy Fire Chief is responsible for overall management of the respiratory protection system.
- C. The District Commander is responsible for ensuring that SCBA are properly maintained and repaired, and that an adequate number of SCBA are available for use by Fire Department members.
- D. The District Commander is responsible for ensuring that Fire Department minimum training standards are met by all personnel relating to the use of SCBA and that there is adequate, regular and standardized SCBA training provided to each Fire Department member within their respective command.
- E. Company Commanders are responsible for ensuring that the proper use, maintenance and training relative to SCBA is carried out by the personnel assigned to their respective commands.
- F. Incident Commanders have the overall responsibility, at emergency incidents, for ensuring that proper respiratory protection is both provided to and utilized by Fire Department personnel.
- G. Company officers are responsible for ensuring that Fire Department policy, relative to SCBA is used and maintained by the members of their respective commands.
- H. All Fire Department members are directly responsible for their personal safety and shall utilize and maintain self-contained breathing apparatus SCBA in accordance with this policy.
- I. All Fire Department members shall be responsible for their individual face pieces.
- J. Logistics and Support Section shall be responsible for issuing and marking G.F.D identification codes on SCBA equipment and accessories.

### **7.03 TRAINING**

- A. Company Officers shall schedule regular training sessions, which focus on the use and maintenance of self-contained breathing apparatus.
- B. Training and drills in the use of SCBA shall be provided which simulate as near actual emergency conditions as possible.

### **7.04 IDENTIFICATION AND LOCATION OF SCBA**

- A. All SCBA shall be color coded for department identification (see 2-III-3).
- B. Each SCBA shall be assigned a department identification number permanently displayed on the harness and engraved on the regulator body.
- C. The unit number the SCBA is assigned to shall be permanently displayed on the harness frame (i.e. Eng. 1, Med 1, etc.).
- D. SCBA removed from service shall be replaced immediately.

## **7.05 OPERATIONS**

- A. Self-contained breathing apparatus shall be worn and used by all firefighters when:
  - 1. Entering confined spaces that are oxygen deficient; or, where smoke, chemicals, toxic agents, toxic fumes or unknown type gases or vapors are present.
  - 2. At the scene of emergency incidents where personnel may be exposed to toxic vapors, gases, fumes, mist or dust caused by fires, explosions, leaks, spills or other means.
- B. Members shall resist the tendency to prematurely remove breathing apparatus during routine fire situations. All members must be aware of the respiratory hazards, which exist in ordinary as well as the extraordinary fire situations. It is generally true that carbon monoxide levels increase during overhaul, due to the incomplete combustion of smoldering materials.
- C. When using SCBA with a thirty (30) minute rating, a general rule of thumb is to expect no more time than one (1) minute for every 100 p.s.i. as indicated on the cylinder gauge.
- D. When working in SCBA, members shall work in pairs.
- E. Members shall not remove the facemask or regulator to talk when in hazardous atmospheres.
- F. When utilizing a lifeline and rescue knot with a SCBA, members shall be secured to the lifeline using the rescue knot first, then don SCBA
- G. SCBA shall not be stored with breathing tubes attached to the regulators. Rubber outlet port covers shall be in place to prevent contaminants from entering the regulator.

## **7.05 REGULAR OPERATIONAL INSPECTION**

- A. Respirators shall be inspected at the start of each use period and during cleaning after each use.
- B. The following procedure shall be used daily:
  - 1. Visually inspect the complete respirator for worn or aging rubber parts, worn or frayed harness webbing or damaged components.
  - 2. Check the latest cylinder hydrostatic test date to ensure it is current, that is, within 3 years for composite fiber over wrapped cylinders and 5 years for aluminum cylinders. All cylinders used shall be visually inspected and hydrostatically tested by a licensed cylinder re-tester in accordance with the appropriate US Department of Transportation (DOT) specification or the applicable DOT exemption. Aluminum cylinders and Composite cylinders shall be inspected and hydrostatically tested as required up to the maximum life of the cylinder, which currently is 15 years from the date of manufacture. The date of manufacture is marked on the cylinder and is also the date of the first hydrostatic test.

3. Visually inspect cylinders for physical damage such as dents or gouges in metal or in composite wrapping. Cylinders which show the following shall be removed from service:
  - a. Physical damage or exposure to high heat or flame, such as paint turned brown or black
  - b. Decals charred or missing
  - c. Pressure gauge lens melted or electrometric bumper distorted
  - d. Evidence of exposure to acid or other corrosive chemicals such as cracks running length wise along the cylinder or the composite wrapping
  - e. Peeling of the outer layers of the composite wrapping and/or bulging of the cylinder wall shall be emptied of compressed air.
4. Check cylinder pressure gauge for "FULL" indication. If cylinder pressure is less than "FULL" replace with a fully charged cylinder.
5. Check to ensure hose coupling is hand tightened to the cylinder valve outlet.
6. Check that the breathing regulator purge valve is closed (full clockwise).
7. Check to see that all connections are engaged properly. Test for proper engagement by tugging on the coupling.
8. Fully depress the center of the air saver/donning switch on the top of the regulator and release.
9. Slowly open the cylinder valve by fully rotating knob counterclockwise. Vibration Alarm shall actuate and then stop. Ensure the Bell Alarm, Beacon Alarm, Vibration Alarm, and Distress alarm are functioning properly.
10. Don the face piece or hold the face piece to the face to effect a good seal. Inhale sharply to automatically start the flow of air. Breathe normally from the face piece to ensure proper operation.
11. Remove face piece from face. Air shall freely flow from the face piece.
12. Fully depress the center of the air saver/donning switch and release; the flow of air from the face piece shall stop. Examine the complete respirator for air leaks. There shall be no leakage of air from any part of the respirator.
13. Rotate purge valve  $\frac{1}{2}$  turn counterclockwise air shall freely flow from the regulator.
14. Rotate purge valve  $\frac{1}{2}$  turn clockwise to full closed position airflow from regulator shall stop.
15. Push in and rotate cylinder valve knob clockwise to close. When cylinder valve is fully closed, open purge valve slightly to vent residual air pressure from 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. Verify that all alarms are functioning (rapid clicking of the Vibration Alarm, slow deliberate single bell strikes of the Bell Alarm, and flashes of red light for the Beacon Alarm), 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 airflow stops completely, return purge valve to the fully closed position.

## **7.06 PREPARATION FOR USE**

- A. When circumstances require the use of SCBA the following procedures shall be utilized:
1. Ensure cylinder gauge for “Full” indication, if not full, replace cylinder before use. A gauge indication of other than full may indicate an air leak in the cylinder and valve assembly or a malfunction of the gauge assembly.
  2. The following methods may be used:
    - a. Over-Head method
    - b. Crossed-Arm method
    - c. Storage Bracket Method
    - d. Firefighter Assisted Method
  3. Connect the waist belt buckle and adjust.
  4. Readjust shoulder straps to ensure the weight is carried on the hips.
  5. Fully depress center of the air saver/donning switch and release, the regulator may, but does not have to be, installed in the face piece at this time.
  6. Slowly open cylinder valve fully by turning the valve knob counterclockwise until it stops (approximately 2 ½ full turns of the knob). Ensure that the Vibration Alarm end of service indicator, the Beacon Alarm, and the Bell end of service indicator activate. The “PASS” distress alarm will actuate when the cylinder valve is opened. If the air saver/donning switch has not been depressed prior to opening the cylinder valve, the Vibration Alarm and the Beacon Alarm will not actuate to the air flowing freely on the face piece.
  7. The user of the respirator is now in “standby” condition. The respirator is in place on user’s body but the face piece is not donned (sealed to the face) and the respirator is not being used. An optional regulator holder attached to the user’s belt and face piece neck strap are for use during “standby” condition.

## **7.07 USE OF RESPIRATOR**

- A. If regulator is not attached to face piece, be sure the regulator gasket is in place around the outlet port of the regulator and not damaged. The mask-mounted regulator will lock into the face piece retainer with a “click”. Tug on regulator to check if properly engaged.
1. To begin use of the respirator, don the face piece and obtain a proper seal.
  2. With face piece sealed to face, inhale sharply to actuate respirator. Air will then be supplied during inhalation. Note, If air is not supplied on first inhalation, check that cylinder valve is fully open, remote gauge indicates pressure in cylinder, and face piece is sealed to face.
  3. Check face-to-facepiece seal and end of service indicator alarm operation.
  4. Put on or replace, helmet or other required protective head gear and put on or properly position and close any required protective clothing such as turnout gear. The user of the respirator shall make certain that any protective headgear, helmet or protective clothing does not interfere with the use of the

respirator and that the head can move freely without dislodging the face piece or disturbing the face to facepiece seal. Note, Do not attach anything to, or carry anything on, the SCBA shoulder strap buckles as this could cause the shoulder straps to loosen during use of the respirator.

5. Proceed with use of respirator as required.

#### **NOTE**

EVERY ENTRY INTO A CONTAMINATED OR UNKNOWN ATMOSPHERE SHALL 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 SHALL CHECK THE REMOTE READING PRESSURE GAUGE ON THE SHOULDER STRAP PERIODICALLY TO DETERMINE THE RATE OF AIR COMSUMPTION. IN ANY EVENT THE USER SHALL BE CERTAIN TO ALLOW SUFFICIENT AIR FOR EGRESS FROM THE CONTANINATED 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 Vibration alarm, the Bell alarm, or the Beacon Alarm, actuates whether individually or in conjunction with another end of service indicator alarm, the user shall leave the area requiring respiratory protection IMMEDIATELY. When in a safe area where certain that respiratory protection is not required, terminate the use of the respirator (see 7.08 TERMINATION OF USE) 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 (see 7.10 CYLINDER REPLACEMENT PROCEDURE). The user shall not resume the use of a respirator where an end of service indicator alarm has actuated for an unknown reason. The Respirator shall be removed from service and tagged for repair by authorized personnel.

### **7.08 TERMINATION OF USE**

- A. To doff the face piece (i.e., remove the face piece and terminate respiratory protection), proceed as follows:
  1. Leave contaminated area and be certain that respiratory protection is no longer required.
  2. Loosen facepiece straps and remove facepiece.
  3. To stop the flow of air from the face piece, fully depress the air saver/donning switch.
  4. Remove the face piece by pulling it up and over the head. Close the cylinder valve.
  5. To resume use of the respirator, repeat the face piece donning procedure (see 7.07 USE OF RESPIRATOR). If respirator use is resumed, the user

shall make certain that the remaining air supply in the cylinder is sufficient to accomplish the purpose for which respirator use has been resumed. When ever practical, partially depleted cylinders shall be replaced with full cylinders before respirator use is resumed. **Never** resume use of a respirator where termination of use has occurred because of the activation of an end of service indicator alarm without first determining and correcting the reason for the end of service indicator alarm activation.

6. 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. After waiting until the airflow stops, close the purge valve. Slightly loosen shoulder straps by lifting ends of shoulder strap slide buckles up, release waist belt and remove the unit for service

## **7.09 EMERGENCY OPERATION**

- A. The respirator is automatic in function requiring only the opening of the cylinder valve and the proper donning of the face piece 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:
  1. Should any Alarm actuate during use LEAVE THE CONTAMINATED AREA AT ONCE.
  2. Should the air supply be partially or completely cut off during use, fully open the purge valve 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.
  3. Should the air supply begin to flow freely into the face piece during use, fully open the purge valve by turning it counterclockwise; partially close the cylinder valve by pushing in and rotating clockwise to regulate the flow of air to satisfy the air requirements of the user. Do not close the cylinder valve completely. LEAVE THE CONTAMINATED AREA AT ONCE AFTER PARTIALLY CLOSING CYLINDER VALVE.
  4. In the event of the blockage of airflow 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 PRECAUTIONS. If the above procedures are implemented during use, remove the respirator from service, tag and turn in for repair by Authorized Personnel.

## **7.10 CYLINDER REPLACEMENT PROCEDURE**

- A. Depleted or partially depleted SCBA cylinders shall be replaced with full cylinders immediately.
- B. Only cylinders of the correct rated pressure shall be used as replacement cylinders.
- C. To replace depleted or partially depleted cylinder proceed as follows:

1. Leave the area requiring respiratory protection and be certain that respiratory protection is no longer required.
2. Do off the face piece. (See 7.08 TERMINATION OF USE).
3. Push in and rotate the cylinder valve knob clockwise and completely close the cylinder valve.
4. Release residual air pressure in the respirator system by opening the purge valve slightly. When the flow of air from the face piece stops, close the purge valve fully. Remove the respirator or have an assistant replace the cylinder.

### **7.11 STAND-BY INSPECTION, CLEANING AND STORAGE**

- A. If the respirator is suspected of being contaminated by hazardous substance, the contaminate must be identified and properly removed or the contaminated component(s) must be replaced before next use. Dispose of contaminant or contaminated component(s) in accordance with applicable regulatory requirements.
1. Clean the respirator after each use as follows:
    - a. Inspect the equipment for worn or aging rubber parts, worn or frayed harness webbing or damaged components.
    - b. Remove the breathing regulator from the face piece and clean as recommended by manufacturer.
    - c. Verify that the respirator is thoroughly dry before placing in storage.
    - d. Place the respirator in the carrying case, protective container, or in a suitable storage location.
  2. If any damage or deterioration is noted, remove the respirator from service and tag for repair.
  3. Where an SCBA, its space components or related equipment are stored or carried within a vehicle, such items shall be secured by either a positive mechanical means designed to hold the item in its stowed position, in a compartment with a positive latching door, or in a closed container suitable to transport and contain the SCBA and/or its spare components and associated equipment. The mechanical means of holding the SCBA, its spare components and associated equipment in place, the compartment or closed container shall be designed to contain the SCBA, its spare components and associated equipment and thereby minimize the possibility of injury to persons in or near the vehicle during movement of the vehicle, especially during rapid deceleration or rapid acceleration of the vehicle, sharp turns or an accident.

### **7.12 BEACON ALARM BATTERY REPLACEMENT**

Only a trained maintenance technician in a clean area known to be nonflammable shall replace the Beacon Alarm battery.

### **7.13 RESPIRATOR MARKINGS**

Do not alter or permanently cover over any Factory Labels on SCBA cylinder and valve assemblies. Any user applied markings shall be applied in such a way as will not weaken or damage SCBA or cylinder and valve assembly, the proper function of these assemblies, and shall not add flammable materials to these assemblies.

#### **7.14 PERIODIC TESTING**

SCBA equipment shall be periodically inspected both visually and functionally, by an Authorized Service Center using Authorized Test Equipment at factory recommended intervals. Heavy use and/or severe conditions may require more frequent testing. This is in addition to all other cleaning and maintenance procedures.

Do not attempt maintenance beyond that described in manufacturer's instruction or in the Field Level Maintenance.

#### **WARNING**

IMPROPER USE OF A RESPIRATOR MAY RESULT IN PERSONAL INJURY OR DEATH. IMPROPER USE INCLUDES, BUT IS NOT LIMITED TO, USE WITHOUT TRAINING, DISREGARD OF THE WARNINGS AND INSTRUCTIONS SUPPLIED WITH THE RESPIRATOR AND ITS ACCESSORIES AND FAILURE TO INSPECT AND MAINTAIN THE RESPIRATOR. READ AND UNDERSTAND THE INSTRUCTION MANUAL AND ANY APPLICABLE ACCESSORY INSTRUCTIONS AND WARNINGS BEFORE ATTEMPTING TO USE A RESPIRATOR.

#### **7.15 REPAIRS**

- A. Department policy regarding equipment repair shall be followed when arranging for the repair of SCBA.
- B. A replacement SCBA shall be provided whenever an SCBA is removed from service for repair.

# GUAM FIRE DEPARTMENT

<b>ROUTINE OPERATIONS</b>	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	(Not Used)
<b>Code:</b>	2-III-8
<b>Revised:</b>	Draft

# GUAM FIRE DEPARTMENT

<b>ROUTINE OPERATIONS</b>	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	(Not Used)
<b>Code:</b>	2-III-9
<b>Revised:</b>	Draft

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Ladder Policy
<b>Code:</b>	2-III-10
<b>Revised:</b>	Draft

## 10.01 PURPOSE

- A. To establish guidelines relative to the use, maintenance, cleaning and inspection of Fire Department ladders.

## 10.02 POLICY

- A. Fire Department ladders shall be used only as intended by design, properly cared for and maintained so as to insure their usability and full service life.
- B. Fire Department ladders shall be visually inspected and cleaned weekly.
- C. Fire Department ladders shall be visually inspected and cleaned after each use.
- D. Fire Department ladders, which have been found to have defects, shall be removed from service for repair and/or replacement as dictated in this policy.
- E. Halyards on Fire Department ladders shall be replaced as needed, or at least every two (2) years.

## 10.03 RESPONSIBILITY

- A. It is the responsibility of the District Commander to provide overall management of the use, maintenance, repair and replacement of Fire Department ladders.
- B. It is the responsibility of the Company Officers to insure that members follow general safety guidelines and use ladders according to their intended design.
- C. It is the responsibility of the Company Officers to insure that Fire Department members properly maintain ladders in accordance with this policy.
- D. Members shall utilize the proper procedures and provide the proper care when maintaining and utilizing Fire Department ladders.

## 10.04 GROUND LADDER MOUNTING

Requirements for All Ground Ladders.

- A. Ground ladders shall not be forced into brackets or slides on fire apparatus. Ground ladder nesting requirements shall be based on outside ladder width.

- B. Ground ladders shall be protected to prevent movement and abrasion, or other damage, to the ground ladder while on fire apparatus.
- C. When mounted on the apparatus, ground ladders shall not be subject to unnecessary heat exposure.
- D. Side- or top-mounted ground ladders shall be provided with sufficient supports to prevent any sagging or distortion.

## **10.05 USE OF GROUND LADDERS**

### Requirements for All Ground Ladders

#### A. Ground Ladder Loading

1. Duty ratings for various ground ladders shall not be imposed upon ground ladders unless the ground ladder is set at the correct angle of inclination and secured.
2. The total weight on the ground ladder including persons, their equipment, and any other weight, such as a charged fire hose, shall not exceed the duty-rating load.
3. Ground ladders used other than as specified in this policy shall be removed from service, inspected, and service tested prior to further use (see 10.07).
4. Damaged ground ladders, or ground ladders having defects, shall be removed from service, marked, repaired, and service tested prior to further use (see 10.07). Temporary repairs of damaged or missing ladder parts shall not be made.
5. Ground ladders shall be used for rescue, fire fighting operations, and training and shall not be used for any other purpose.
6. Ground ladders shall not be tied together to provide longer units.
7. Ground ladder butts shall be placed on a secure footing with a firm, level base before using.
8. Ground ladders shall not be placed on slippery surfaces unless suitable means to prevent slipping are employed.
9. Ground ladders shall be secured at the base, either by a fire fighter or mechanical means, to prevent slippage. Extreme caution shall be used when the angle of inclination is less than 70 degrees, and mechanical means shall be used to prevent slippage.
10. Ground ladders shall be secured at the top, to prevent slippage, by the first person to climb the ladder.
11. To provide the optimum combination of load carrying and stability, ground ladders shall be set at the correct angle of inclination by positioning the base section a horizontal distance from the vertical wall equal to  $\frac{1}{4}$  the effective working length of the ground ladder, an angle of between 70 and 76 degrees with  $75\frac{1}{2}$  degrees being optimum.
12. Raised ground ladders shall not be slid along cornices or roof edges.
13. Ground ladders shall not be "rolled" beam-over-beam to reach a new position.
14. Raised ground ladders shall not be repositioned from the top or with a person on the ladder.

15. Ground ladders that have been removed from apparatus shall not be placed near heat sources (such as the apparatus exhaust pipe) such that the ladders are exposed to heat of 300°F (149°C) or greater.
- B. Additional Requirements for Extension Ladders Only.
1. Fly sections of extension ladders shall not be used as single ladders, unless, they have been certified by the manufacturer as being suitable for single ladder use.
  2. Extension ladders shall be used in the fly-up, fly away from the building position unless otherwise specified by the manufacturer.
  3. Halyards on extension ladders shall be securely tied off to the base section or otherwise secured before the ground ladder is climbed.
  4. Extension ladders shall only be operated from the ground or other suitable stationary points. Adjustments shall not be made from the top of extension ladders.
  5. When extension ladders are equipped with staypoles, the staypoles shall be placed to act as stabilizers, and shall not be placed as to become load-bearing members under no load conditions (no one on the ladder).
  6. When the extension ladder is equipped with staypoles and both poles cannot be properly placed due to obstructions or terrain, neither staypole shall be placed.
- C. Additional Requirements for Metal Ground Ladders Only.
1. EXTREME CAUTION shall be used when working around charged electrical circuits as metal ground ladders conduct electricity. All metal ground ladders shall be kept away from power lines or other potential electrical hazards.
  2. The heat sensor labels shall be checked before and after each use of the ladder. If the heat sensor label has changed, the ladder shall be removed from service and service tested (see 10.07).
- D. Additional Requirements for Fiberglass Ground Ladders Only.
1. EXTREME CAUTION shall be used around electrical hazards as wet fiberglass ground ladders can conduct electricity.
  2. The heat sensor labels shall be checked before and after each use of the ladder. If the heat sensor label has changed, the ladder shall be removed from service and service tested prior to further use (see 10.07).
  3. Fiberglass ground ladders that have been subjected to any sharp impact shall be removed from service and service tested prior to further use (see 10.07).
  4. Fiberglass ground ladders shall not be used where they can be exposed to temperatures of 300°F (149°C) or more while supporting their rated load.

## 10.06 INSPECTIONS AND MAINTENANCE OF GROUND LADDERS

### A. Requirements for All Ground Ladders

1. All ground ladders shall be inspected and maintained in accordance with this policy and the manufacturer's recommendations.

2. Ground ladders shall be visually inspected at least once every month and after each usage.
3. Visual inspection shall include but not be limited to:
  - a. Heat sensor label on metal and fiberglass ladders, and on wood ladders when provided, for change indicating heat exposure;
  - b. All rungs, for snugness and tightness;
  - c. All bolts and rivets, for tightness;
  - d. Welds, for any cracks or apparent defects;
  - e. Beams and rungs, for cracks, splintering, breaks, gouges, checks, wavy conditions, or deformation;
  - f. Butt spurs, for excessive wear or other defects;
  - g. Halyards, for fraying or kinking;
  - h. Roof hooks, for sharpness;
  - i. Rungs, for punctures, wavy conditions, worn serrations, or deformation;
  - j. Surface corrosion;
  - k. Ladder slide areas, for galling or absence of wax, if required by the manufacturer;
  - l. Loss of gloss on fiberglass and wood ladder beams.
4. Any signs of failure during visual inspection shall be sufficient cause to remove the ground ladder from service and repair or permanent removal.
5. Ground ladders shall be maintained as free of moisture as is possible and shall be wiped after being sprayed with water or used in the rain.
6. Ground ladders shall not be stored in an area where they are exposed to the elements.
7. Ground ladders shall not be painted except for the top and bottom 18 in. (457 mm) of each section for purposes of identification or visibility (see 2-III-3).
8. Ground ladders not maintained as specified in this standard shall be removed from service and service tested prior to further use (see 10.07).
9. The rollers and other moving parts of the frame holding the ground ladders on the apparatus shall be lubricated in accordance with the apparatus manufacturer's instructions at least every six months. Prior to re-lubricating rollers or moving parts, old lubricant shall be removed. If rollers and other moving parts are rusted, they shall be brushed with a wire brush and cleaned to remove all loose scale, and then painted before lubricating.
10. Heat Sensor Labels.
  - a. If the heat sensor label has an expiration date and that date has passed, the heat sensor label shall be replaced.
  - b. If the ladder is constructed of metal or fiberglass materials and it does not have heat sensor labels, the ladder shall be service tested (see 10.07). If the ladder passes all the tests, heat sensor labels shall be applied to the ladder. The heat sensor labels shall be located on the inside of each beam of each section immediately below the second rung from the tip of each section and immediately below the center rung of that section.

- B. Additional Requirements for Metal Ground Ladders Only
  - 1. To preserve the surface finish and inhibit corrosion, an occasional application of a good automotive paste wax shall be used. If an abrasive pad is used to remove corrosion before applying wax, care shall be exercised to avoid electrolytic action. Steel wool shall not be used on aluminum.
- C. Additional Requirements for Fiberglass Ground Ladders Only
  - 1. Fiberglass ground ladders shall be stored out of direct sunlight.
  - 2. To preserve the surface finish and inhibit surface deterioration, an occasional application of a good automotive paste wax shall be used.
- D. Additional Requirements for Roof Ladders Only
  - 1. Visual inspection shall include an operational check of the roof hook assemblies for proper operation. Folding roof hook assemblies shall be kept operational by removing rust and other contaminants and by keeping the mechanisms lubricated.
- E. Additional Requirements for Extension Ladders Only
  - 1. Visual inspection shall include an operational check of the pawl assemblies for proper operation.
    - a. Pawl assemblies shall be kept cleaned and lubricated in accordance with manufacturer's instructions.
  - 2. Ladder slide areas shall be kept lubricated in accordance with manufacturer's instructions.
  - 3. Halyards and wire cables on extension ladders shall be replaced when they become frayed or kinked.
  - 4. Wire rope on 3- and 4-section ladders shall be snug, when the ladder is in the bedded position, to ensure proper synchronization of upper sections during operation.

## **10.07 SERVICE TESTING GROUND LADDERS**

- A. Requirements for All Ground Ladders
  - 1. Only the service tests for ground ladders specified in this policy shall be conducted by Fire Companies.
  - 2. Caution shall be used when performing service tests on ground ladders to prevent damage to the ladder or injury to personnel during testing. The test load shall be placed on the ladder in a manner so as to avoid any shocks or any impact loading.
  - 3. Personnel involved in service testing shall be competently trained in the service testing procedures and equipment. Personnel shall be fully cognizant at all times of the possibility of sudden and dramatic failure of the ground ladder undergoing service testing, and shall take all personal safety precautions possible to protect themselves.
  - 4. Any ground ladder that appears to be unserviceable, or bordering on unserviceability, shall be service tested.
  - 5. Any signs of failure during service testing shall be sufficient cause for the ground ladder to be removed from service and repaired or replaced.
  - 6. All ground ladders shall be service tested on the following schedule:

- a. Every 1<sup>st</sup> week in June
  - b. At any time a ladder is suspected of being unsafe;
  - c. After the ladder has been subjected to overloading;
  - d. After the ladder has been subjected to impact loading or unusual conditions of use;
  - e. After heat exposure (see 10.07, A, 12 and 10.07, B);
  - f. After any deficiencies have been repaired unless the only repair was replacing the halyard;
  - g. Before the ladder is placed in service for the first time.
7. All ground ladders, except pompier ladders and folding ladders, shall be service tested as specified in 10.07, A, 7 of this policy.
  8. Pompier ladders shall be service tested as specified in 10.07, D, 5 of this policy.
  9. Folding ladders shall be service tested as specified in 10.07, F of this policy.
  10. All service test results shall be permanently recorded and maintained by the Company Officer, and a copy forwarded to the Logistics and Supply Office no later than 72 hours after the testing. Minimum information recorded shall be as required in Table 10.07-A.
  11. Table 10.07-A Fire Department Ground Ladder Record:

<b>Table 10.07-A</b>			
Manufacturer's Ladder Identification Number or Code:			
Fire Department Identification:			
Ground Ladder Manufacturer:			
Company Where Ground Ladder Is Assigned:			
Date Purchased:			
Date Placed in Service			
Type of Ground Ladder	Single	Combination	Roof
	Extension	Folding	Pompier
Ladder Construction	Wood	Solid Beam	Truss Beam
	Fiberglass	Metal	
Heat Sensor Label Check			
Previous Repairs, Reason for Repair, and Date of Repair			

Type of Test, Test Date, and Person(s) Performing Test		
Reason for Test		
Test Results		
Horizontal Bending Test — Amount of Permanent		
Deformation	Passed	Failed
Hardware Test	Passed	Failed
Roof Hook Test	Passed	Failed
Pompier Ladder Test	Passed	Failed
Hardness Test — Readings for Each Test Point	Passed	Failed
Liquid Penetrant Test — Location of Inspection and Results		
Repairs Needed		
Repairs Completed		
Person(s) Performing Repairs		
Date Completed		
Person Signing Record		

12. If the ground ladder does not meet all the requirements, the ladder shall be removed from service and repaired/replaced.

**B. Additional Requirements for Metal Ground Ladders Only.**

1. Metal ground ladders shall be further tested as specified in 10.07, D, Strength Service Testing, of this policy at least annually.
2. Whenever any metal ground ladder has been exposed or is suspected of having been exposed to direct flame contact, or whenever the heat sensor label has changed to indicate heat exposure, the ladder shall be service tested as specified in either 10.07, D, Strength Service Testing, or 10.07, E, Hardness Service Testing. Hardness service testing does not replace the need for load testing as outlined in 10.07, A, 6 and 10.07, D.

**C. Additional Requirements for Fiberglass Ground Ladders Only.**

1. Whenever any fiberglass ground ladder has been exposed or is suspected of having been exposed to direct flame contact, or whenever the heat sensor label has changed to indicate heat exposure, the ground ladder shall be service tested as specified in 10.07, D, Strength Service Testing.

**D. Strength Service Testing Requirements for All Ladders Except Pompier and Folding Ladders.**

1. Horizontal Bending Test

a. All ladders, except pompier and folding ladders shall be strength service tested as required by 10.07, A, 6 in accordance with the following provisions.

(1) The ladder shall be placed in a flat horizontal position supported under the first rung from each end of the ladder. Extension and combination ladders shall be extended to their maximum extended length, with pawls engaged, for this test. The test load shall be applied equally to a center span covering 16 in. (406 mm) each side of the center inclusive. The test load shall be applied to a flat test surface resting on the beams in the center area. The test load shall consist of free weights in increments consistent with safety and ease of handling. All test loads shall include the weight of the test surface.

2. Test Procedures for Metal and Fiberglass Ground Ladders Only

- a. Straps or other ties that do not increase the strength of the ladder may be used to ensure that the ladder locks remain engaged during the test.
- b. The ladder shall be loaded with a pre-load of 350 lb (159 kg) applied equally to the center span covering 16 in. (406 mm) each side of the center inclusive. Caution shall be exercised whenever applying or removing the weights to minimize any impact loading. The load shall be allowed to remain for at least 1 min to “set” the ladder prior to completing the rest of the test.
- c. After removing the pre-load, the distance between the bottom edge of each side rail and the surface upon which the ladder supports are placed shall be measured. All measurements shall be taken at a consistent location as near as practical to the center of the ladder.
- d. The ladder shall be loaded with a test load of 500 lb (227 kg) applied equally to the center span covering 16 in. (406 mm) each side of the center inclusive. The test load shall remain in place for 5 min.
- e. The test load shall then be removed and distance between the bottom of each side rail and surface upon which the ladder supports are placed shall be measured. Five minutes shall elapse before conducting this measurement after removing the test loads.
- f. Differences in measurements taken in C and E shall not exceed that value shown in Table 10.07-B. Any ladder that does not meet this criterion shall be removed from service and replaced.

<b>Table 10.07-B</b>	
Length of Ladder	Difference in Measurements
25 ft or less	½ in
26 ft to 34 ft	1 in
35 ft or over	1 ½ in

g. There shall be no visible permanent change or failure of any hardware.

3. Additional Requirements for Roof Ladders Only — Roof Hook Test.
  - a. The test methods in this section represent the methods to be followed in determining whether a ladder conforms to the requirements of this policy.
  - b. The ladder shall be hung solely by the roof hooks, with the hooks supported only by the points of the hooks, in a vertical position from a fixture capable of supporting the entire test load and weight of the ladder. The ladder shall be secured in such a manner to retain the ladder in the test position to prevent injury to test personnel if the hooks fail during the test.
  - c. Roof ladder positioned for roof hook test
    - (1) A test load of 1,000 lb (454 kg) shall be placed over as many rungs as needed. The test load shall consist of weight increments consistent with safety and ease of handling.
    - (2) Test load shall be applied for a minimum of 1 min.
    - (3) After removal of the test load, there shall be no permanent deformation.
4. Additional Requirements for Extension Ladders Only — Hardware Test.
  - a. The test methods in this section represent the methods to be followed in determining whether a ladder conforms to the requirements of this policy.
  - b. The ladder shall be extended a minimum of one rung beyond the bedded position.
    - (1) A test load of 1,000 lb (454 kg) shall be placed on the rungs of the fly section. The test load shall consist of weight increments consistent with safety and ease of handling.
    - (2) Test load shall be applied for a minimum of 1 min.
    - (3) Ladders shall sustain this test load with no permanent deformation or other visible weakening of the structure.
5. Strength Service Testing Requirements for Pompier Ladders Only.
  - a. The test methods in this section represent the methods to be followed in determining whether a ladder conforms to the requirements of this policy.
  - b. The ladder shall be tested in the vertical hanging position supported only by its hook from a fixture capable of supporting the entire test load and weight of the ladder. The ladder shall be secured in such a manner to retain the ladder in the test position to prevent injury to test personnel if the hook fails during the test.
    - (1) A test load of 1,000 lb (454 kg) shall be applied over multiple rungs.
    - (2) The ladder shall withstand this test without ultimate failure. Any pompier ladder that does not meet this criteria shall be removed from service and replaced.
- E. Hardness Service Testing Requirements for Metal Ground Ladders Only.
  1. The testing criteria specified in this section shall apply ONLY to metal ground ladders constructed from 6061-T6 aluminum alloys. For other

aluminum alloys or for other metals, the ladder manufacturer shall supply the hardness testing criteria.

2. The hardness service test shall be performed at a test point located between every rung on both beams. For beams of truss construction, the test point shall be located on both the top chord and the bottom chord of the truss between every rung on both beams. One reading shall be taken at each test point.
3. The hardness-testing device shall be calibrated immediately before testing and calibration verified immediately after testing in accordance with the manufacturer's requirements for that specific hardness-testing device.
4. The reading obtained at each test point shall not be less than the value given for any of the hardness measuring scales specified in Table 10.07-C.

<b>Table 10.07-C</b>	
Hardness Testing Scale	Minimum Reading
Barber Coleman	76
Brinell	80
Rockwell B	48
Rockwell E	84
Rockwell F	84
Rockwell H	103
Vickers	88

5. If a reading at a test point is less than the value given in Table 10.07-C for the respective hardness testing scale, three readings shall be taken at that test point. The average of the three readings shall not be less than the value given in 10.07-D. No one reading of these three shall be less than the minimum value given in Table 10.07-D for the respective hardness testing scale.

<b>Table 10.07-D</b>		
Hardness Testing Scale	Average of 3 Readings Not Less Than	No One Reading at or Less Than
Barber Coleman	76	73
Brinell	80	71
Rockwell B	48	33
Rockwell E	84	79
Rockwell F	84	79
Rockwell H	103	100
Vickers	88	76

6. If the ladder does not meet the hardness service test requirements specified in 10.07, E, 4 or 10.07, E, 5 of this section, the ladder shall be removed from service and tested to the requirements of Section 10.07, D, Strength Service Testing.

**F. Strength Service Testing Requirements for Folding Ladders Only.**

1. Horizontal Bending Test
  - a. The ladder shall be placed in a flat horizontal position supported under the first rung from each end of the ladder. Folding ladders shall be in their unfolded configuration for this test. The test load shall be applied equally to a center span covering 8 in. (203 mm) on each side of the center inclusive. The test load shall be applied to a flat test surface resting on the beams in the center area. The test load shall consist of weight increments consistent with safety and ease of handling. All test loads shall include the weight of the test surface.
2. Test Procedures for Metal and Fiberglass Folding Ladders Only.
  - a. The ladder shall be loaded with a pre-load of 160 lb (73 kg) applied equally to the center span covering 8 in. (203 mm) on each side of the center inclusive. Caution shall be exercised whenever applying or removing the weights to minimize any impact loading. The load shall be allowed to remain for at least 1 min to “set” the ladder prior to completing the rest of the test.
  - b. After removing the pre-load, the distance between the bottom edge of each side rail and the surface upon which the ladder supports are placed shall be measured. All measurements shall be taken at a consistent location as near as practical to the center of the ladder.
  - c. The ladder shall be loaded with a test load of 225 lb (102 kg) applied equally to the center span covering 8 in. (203 mm) on each side of the center inclusive. The test load shall remain in place for 5 min.
  - d. The test load shall then be removed, and the distance between the bottom of each side rail and the surface upon which the ladder supports are placed shall be measured. Five min shall elapse before conducting this measurement after removing the test loads.
  - e. There shall be no more than ½ in. (13 mm) difference between measurements taken in 5.07, f, 2, b and 5.07, f, 2, d. Any ladder that does not meet this criterion shall be removed from service and replaced.
  - f. There shall be no visible permanent change or failure of any hardware.

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 any time a ladders is wet, wipe it dry.
- C. Check for obvious defects (bends, tweaks, cracks, etc.).
- D. Check for broken or cracked welds.
- E. Check for cracked metal parts.
- F. Check for loose runs 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 months and as needed.
- I. Check the halyard for wear and decay.

- J. Check proper action of extension ladders.
- K. When defects are discovered, notify the Officer-In-Charge and be guided by the "Equipment Out of Service Procedure" (2-III-2) and "Equipment Repair Procedures" (2-III-1).

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Nozzle Maintenance
<b>Code:</b>	2-III-11
<b>Revised:</b>	Draft

## 11.01 PURPOSE

- A. To provide proper care for fire nozzles so as to insure their proper usability and full service life.
- B. To establish guidelines relative to the care and maintenance of fire nozzles.

## 11.02 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.

## 11.03 RESPONSIBILITY

- A. The overall management of the maintenance of fire nozzles shall be the responsibility of the District Commander
- B. It shall be the responsibility of the Company Officers to insure that proper care and procedures are utilized during the maintenance and use of fire nozzles.
- C. All members shall utilize proper procedures and provide proper care when maintaining and utilizing fire nozzles.

## 11.04 NOZZLE CHECKS

Nozzles should be checked after each use.

- 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. Ensure that nozzle is clean.

## 11.05 PROBLEMS AND/OR DEFECTS

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

C. Be guided by departmental policy concerning equipment repair. (See 2-III-1)

#### **11.06 BASIC PRECAUTIONS FOR USE OF NOZZLES**

- 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.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Fire Extinguishers
<b>Code:</b>	2-III-12
<b>Revised:</b>	Draft

## 12.01 PURPOSE

To provide proper care and maintenance of the portable fire extinguishers used by the Fire Department. To provide guidelines relative to inspection and maintenance of the portable fire extinguishers utilized by the fire department.

## 12.02 POLICY

- A. Portable fire extinguishers shall be maintained in accordance with manufacturer's recommendations, N.F.P.A. guidelines and Departmental guidelines.
- B. Portable fire extinguishers shall be hydrostatic tested in accordance with those guidelines contained within this policy. (See 12.04 "Testing")
- C. Portable fire extinguishers shall be thoroughly inspected every day during morning equipment check.
- D. All Fire Department extinguishers shall be serviced by a license and approved private contract agency.

## 12.03 RESPONSIBILITY

- A. Overall responsibility for the management of portable fire extinguisher maintenance shall rest with the District Commander.
- B. Company Officers shall insure that proper care and procedures are utilized during the use of portable fire extinguishers.
- C. Fire Department members shall utilize the proper procedures and provide proper care when utilizing portable fire extinguishers.

## 12.04 TESTING

- A. Portable fire extinguishers shall be hydrostatic tested in accordance with the following time table, in accordance with N.F.P.A. 10:
  - 1. CO2 extinguishers - every five (5) years.
  - 2. Dry chemical extinguishers (pressure cartridge)-every twelve (12) years.
  - 3. Water pressure extinguishers - every five (5) years.

4. Foam extinguishers - every five (5) years.
- B. Hydrostatic testing of extinguishers shall be completed by an approved, outside agency.
- C. The District Commander shall make necessary arrangements for hydrostatic testing of extinguishers.
- D. All repairs and test information shall be recorded on the extinguisher in question.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Hydrant Maintenance
<b>Code:</b>	2-III-13
<b>Revised:</b>	Draft

## 13.01 PURPOSE

To insure the proper maintenance and operation of fire hydrants and to provide guidelines relative to hydrant maintenance.

## 13.02 POLICY

- A. Each fire hydrant shall be inspected twice during the calendar year (April 1-May 30 and September 1 – October 30).
- B. In so far as possible, each hydrant shall be cleared of all weeds, brush or other obstructions. In the event that hydrant is obstructed by shrubbery, etc. on private property, permission shall be obtained before making any alterations. If permission is not granted, inform the Officer-In-Charge so that he may take appropriate measures.
- C. Each fire hydrant shall be visually inspected to determine any defects (hydrant cracked, needs painting, etc.). Any defects will be reported according to the Fire Hydrant complaint form.
- D. Hydrants shall be checked to ensure that threads are in good working condition.
- E. Any defective or out of service hydrants shall be noted and the Fire Hydrant complaint form filled out.
- F. Hydrant valves shall be opened and closed slowly to prevent damage caused by a "water hammer".

## 13.03 RESPONSIBILITY

- A. The Deputy Fire Chief and the Water Liaison Officer have the administrative responsibility concerning Water Supply. They are responsible for managing the overall hydrant maintenance program within the Fire Department.
- B. The Water Liaison Officer is responsible for maintaining an on-going cooperation with the Guam Waterworks Authority.
- C. Officers-In-Charge are responsible for supervising and completing the hydrant maintenance with in their jurisdiction.

#### **13.04 PROCEDURE**

- A. The Fire Captains schedule and allot time for hydrant maintenance activities.
- B. The Fire Captain will cause those hydrants that are part of the area of jurisdiction to be inspected.
- C. The results of the flow test shall be recorded on the appropriate form.
- D. Completed forms are returned to the Deputy Fire Chief.
- E. Problems encountered such as non-operational hydrants, damaged hydrants, etc., shall be properly reported.

#### **13.05 HYDRANT PAINTING**

- A. The hydrant caps and bonnet shall be painted yellow.
- B. The hydrant body is painted yellow.
- C. Painting of hydrants will be the responsibility of the Guam Fire Department.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Hand Tool Maintenance
<b>Code:</b>	2-III-14
<b>Revised:</b>	Draft

## 14.01 PURPOSE

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

## 14.02 POLICY

- A. Fire Department hand tools shall be inspected, cleaned and maintained in such a manner so as to insure their constant readiness for emergency service.
- B. Hand tools, which are found to be defective, broken or damaged shall be removed from service and scheduled for repair or replacement.

## 14.03 RESPONSIBILITY

- A. The Fire Department Mechanic shall have overall responsibility for the maintenance and serviceability of Fire Department hand tools.
- B. Company Officers are responsible for supervising the maintenance and inspection of Fire Department hand tools assigned to their respective companies.
- C. Fire Apparatus Operators are responsible for the proper cleaning, inspection and maintenance of the hand tools assigned to their respective companies.
- A. Whenever hand 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 reported by the Company Officer to the District Commander who will then coordinate repairs with the Fire Department Mechanic.
- B. All members are responsible for reporting damaged or defective equipment to their direct supervisor and completing the Equipment Status Report form.

#### **14.04 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 painted 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. Wooden handles shall be treated with Linseed Oil to preserve the wood. Varnish or shellac shall not be used.
- C. Hand tools of all metal construction shall be kept clean and free of defects, dirt and rust. Such tools shall be 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 day during apparatus check.
- G. All tools shall be color coded in accordance with 2-III-3.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	III - Equipment Operations
<b>Subject:</b>	Power Tool Maintenance
<b>Code:</b>	2-III-15
<b>Revised:</b>	Draft

## 15.01 PURPOSE

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

## 15.02 POLICY

- C. Fire Department power tools shall be inspected, cleaned and maintained in such a manner so as to insure their constant readiness for emergency service.
- D. Power tools, which are found to be defective, broken, damaged or inoperative, shall be removed from service and scheduled for repair or replacement. (Also see 2-III-1 and 2-III-2.)
- E. 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 reported by the Company Officer to the District Commander who will then coordinate repairs with the Fire Department Mechanic.

## 15.03 RESPONSIBILITY

- A. The Fire Department Mechanic shall have overall responsibility for the maintenance and serviceability of Fire Department power tools.
- B. Company Officers are responsible for supervising the maintenance and inspection of Fire Department power tools assigned to their respective companies.
- C. Fire Apparatus Operators are responsible for the proper cleaning, inspection and maintenance of the power tools assigned to their respective companies.
- D. All members are responsible for reporting damaged or defective equipment to their direct supervisor and completing the Equipment Status Report form.

## 15.04 SCOPE

The term, power tools, as used in this Policy, refers primarily to those power tools, which are normally carried on fire apparatus and utilized by the Fire Department members during alarms.

#### **15.05 POWER SAWS**

1. Check visually on a daily basis.
2. After each use clean and inspect the saw. Check chain/blade and sharpen or replace as needed. Fill fuel tank with proper mixture as per manufacturers specifications and fill bar oil tank on chain saws.
3. Each Saturday start and operate for 1-2 minutes.

#### **15.06 GENERATORS**

1. Check visually on a daily basis.
2. Check fluid levels and add per manufactures specifications.
3. Each Saturday start and operate for 1-2 minutes.

#### **15.07 GASOLINE POWERED VENTILATION FANS**

1. Check visually on a daily basis.
2. After each use clean, inspect and refill fuel and oil as needed.
3. Each Saturday start and operate for 1-2 minutes.

#### **15.08 GASOLINE POWERED BRUCH CUTTER.**

1. Check visually on a daily basis.
2. Check fluid levels and add per manufactures specifications.
3. After each use clean, inspect, drain remaining fuel and run fuel dry.
4. Each Saturday start and operate for 1-2 minutes.

# Guam Fire Department

Routine Operations	
<b>Chapter:</b>	IV - Public Education
<b>Subject:</b>	General Policy
<b>Code:</b>	2-IV-1
<b>Revised:</b>	Draft

## 1.01 PURPOSE

To provide a system whereby the Fire Department can meet the safety educational needs of the citizens of Guam.

## 1.02 POLICY

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

## 1.03 SCOPE

The Guam Fire Department will conduct classes for the public in those areas within the parameters of its activities and expertise.

## 1.04 AUTHORITY AND RESPONSIBILITIES

- A. The Fire Chief shall be responsible for the overall public education effort of the Fire Department.
- B. The Battalion Commanders shall be responsible for:
  - 1. Assignment of scheduled classes to Company Officers.
  - 2. Coordination with the Training Officer on scheduling of classes.
- C. The Company Officer shall be responsible for the following:
  - 1. Assignment of classes to individual instructors.
  - 2. Submissions of Public Education reports to the Training Division.
- D. The Training Division shall be responsible for the following:
  - 1. Coordination of programs dealing with schools, civic organizations, etc.
- E. The Fire Prevention Division shall be responsible for:
  - 1. Maintaining records and reports for Public Education for monthly reports.

## **1.05 PROCEDURE**

- A. The Battalion Commanders shall receive notification of all public education classes to be taught by shift personnel. Also see 2-IV-2, Public Education Scheduling.
- B. The information shall be forwarded to the Company Officers to handle the instructional assignments.

# Guam Fire Department

Routine Operations	
<b>Chapter:</b>	IV - Public Education
<b>Subject:</b>	Public Education Scheduling Policy
<b>Code:</b>	2-IV-2
<b>Revised:</b>	Draft

## 2.01 PURPOSE

- A. To provide an interdepartmental path for scheduling public education programs.
- B. To actively solicit feedback from the public regarding the delivery of programs.
- C. To maintain the highest level of customer service possible.

## 2.01 POLICY

- A. It is the policy of this department to provide the best public education programs possible utilizing fire department personnel and resources
- B. Scheduling of public education programs will be done in a timely manner and at the convenience of those requesting such programs.
- C. Generally the Fire Education Captain will schedule public education requests.
- D. It is the policy of this department to maintain the highest level of customer service possible.

## 2.03 PROCEDURE

- A. Interdepartmental Request Path
  - 1. Initial program requests will be forwarded to the Fire Education Captain.
  - 2. In the absence of the Fire Education Captain, program requests will be forwarded to the Deputy Fire Chief.
  - 3. In the absence of the Deputy Fire Chief, program requests will be forwarded to the Officer In Charge.
  - 4. In the absence of the Officer In Charge, program requests will be taken by the Dispatcher and referred to the Officer In Charge upon his/her return to the station.
- B. Scheduling Program(s)
  - 1. The Fire Education Captain will maintain a public education program appointment book in which all such programs are to be entered. Public education programs assigned to suppression shifts shall be entered into the daily shift calendars.
  - 2. When the Fire Education Captain is unavailable, shift suppression personnel when possible will fulfill the request.

- a. Scheduling considerations.
  - (1) Number and type of programs already scheduled for a given date.
  - (2) Shift meal times.
  - (3) Objective schedules.
  - (4) Special training that may be scheduled for fire department personnel (i.e. outside guest speaker, etc.).
- 3. Upon the return of the Fire Education Captain, he/she will review all requests made in his/her absence to reassure that no conflict exists.
- C. Notification of Deficiencies/Complaints
  - 1. Path of complaints will be to the Deputy Chief.
  - 2. Complaints will be dealt with immediately.
  - 3. Corrective measures will be made at any point where such measures will reduce or eliminate the complaint(s).

# Guam Fire Department

Routine Operations	
<b>Chapter:</b>	IV - Public Education
<b>Subject:</b>	Public Relations
<b>Code:</b>	2-IV-3
<b>Revised:</b>	Draft

## 3.01 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 Guam Fire Department by the general public.

## 3.02 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 at all times 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 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 Guam Fire Department.

## 3.03 SCOPE

Public relations, as defined in this policy, refer to both public fire and safety education and Fire Department image.

## 3.04 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.

## 3.05 PROCEDURE

Members should be guided by the following:

- A. Positive public relations are 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.

# Guam Fire Department

Routine Operations	
<b>Chapter:</b>	IV - Public Education
<b>Subject:</b>	Station Tours
<b>Code:</b>	2-IV-4
<b>Revised:</b>	Draft

## 4.01 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 Fire Fighters.
- C. To give Guam citizens a historical perspective of their Fire Department.
- D. To foster fire safety consciousness.

## 4.02 POLICY

- A. Normally, the Fire Education Captain shall schedule pre-arranged fire station tours.
- B. The Fire Education Captain shall coordinate with those officers of affected suppression platoon(s) and/or company(ies) when scheduling fire station tours.
- C. Fire suppression officers may schedule station tours for their stations during their own shifts, subject to approval of the Officer-In-Charge.
- D. Non-scheduled fire station tours, such as may occur when members of the general public request to view fire apparatus and equipment, shall be subject to the approval of the Officer-In-Charge. If at all possible, every reasonable effort should be made to honor such citizen requests.

## 4.03 PROCEDURE

While conducting 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 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 fire fighting equipment.
  - 3. Protective clothing.
  - 4. The Fire Fighters daily routine and duties.

5. Training activities and facilities.
6. The fire company's living quarters.
7. Emergency response activities.

# Guam Fire Department

Routine Operations	
<b>Chapter:</b>	IV - Public Education
<b>Subject:</b>	Fire Extinguisher Demonstrations
<b>Code:</b>	2-IV-5
<b>Revised:</b>	Draft

## 5.01 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.

## 5.02 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, government employees and other interested groups and organizations upon request.
- C. Students enrolled in schools under the age of eighteen (18) years will not be allowed to take part in live fire extinguishing activities unless permission is given by a parent or guardian and the Fire Chief.
- D. The Fire Education Captain shall handle the scheduling of fire extinguisher demonstrations. In the absence of the Fire Education Captain, shift suppression personnel will accommodate when possible.

## 5.03 RESPONSIBILITY

- A. Members conducting fire extinguisher demonstrations are responsible for insuring that such demonstrations are conducted in a safe and efficient manner.
- B. Members conducting fire extinguisher demonstration are responsible for informing the Fire Education Captain of those programs conducted in his absence.

## 5.04 PROCEDURE

The following is the recommended outline to be used when conducting a fire extinguisher demonstration:

- A. Introduction of personnel.

- B. Type of extinguishers:
  - 1. 2 1/2 gallon pressurized water.
    - a. Range - 30 feet.
    - b. Uses ordinary water.
    - c. Expelled by air, nitrogen or CO<sub>2</sub>.
  - 2. Dry chemical, 1 lb. to 300 lb. wheel unit.
    - a. Range - 20 feet.
    - b. A variety of powdered dry chemicals
    - c. Expelled by air, nitrogen or CO<sub>2</sub>.
    - d. Control valve on end serves to disperse and direct powder.
  - 3. Carbon dioxide (CO<sub>2</sub>), 2 lb. to 100 lb. wheel units.
    - a. Range - 8 feet.
    - b. Carbon dioxide liquid; explain liquid, solid to gas; only 35% of gas is visible; moisture in air freezes and is visible; for inside usually.
  - 4. Foam type, 2 1/2 gallon pressurized.
    - a. Range - 30 feet.
    - b. AFFF and water
    - c. Expelled by air pressure.
- C. Classification of fires.
  - 1. Ordinary combustible material "A".
    - a. Wood, paper, cloth, rubber, plastics.
  - 2. Flammable liquids "B".
    - a. Gasolines, oil, grease, paint thinner, etc.
  - 3. Electrical "C".
    - a. Energized electrical equipment.
  - 4. Combustible metals "D".
    - a. Magnesium, titanium, sodium potassium.
- D. Selection and placement of extinguishers.
  - 1. Selected on survey by Bureau of Fire Prevention.
    - a. Hazard involved - type of fire potential.
    - b. Amount of material.
    - c. Type of building.
  - 2. Placement.
    - a. Distance apart.
    - b. Convenient location.
    - c. Easily seen.
    - d. Special extinguisher next to special hazard.
- E. Maintenance and care.
  - 1. Temperature of room or installation.
    - a. 40 degrees F to 120 degrees F.
  - 2. Total weight.
    - a. Light enough to pick up.
  - 3. Corrosive atmosphere.
    - a. Protect.
  - 4. Require a yearly inspection.

5. Required to have a hydrostatic (pressure) inspection every five (5) to ten (10) years.
- F. Proper application of extinguisher.
1. Class "A" fires.
    - a. First fire; pressurized water (remove heat).
    - b. Second fire; dry chemical (remove air, some cooling, cover fuel).
    - c. Third fire; CO<sub>2</sub> remove air, some cooling.
  2. Class "B" Fires
    - a. First fire; dry chemical (remove air, covering fuel).
    - b. Second fire; CO<sub>2</sub> (remove air, cooling).
    - c. Third fire; booster line, then dry chemical (air, cooling of fuel).
- G. Miscellaneous information.
1. Dictionary definition - "A portable or wheeled apparatus for putting out small fires by ejecting fire extinguishing chemicals."
  2. 95% of fires (except for large liquid or gas accidents and spills and explosions be extinguished with an extinguisher at one time.
  3. Proper term for extinguishers - "First Aid Fire Appliance" ... Comparison - with a small cut, you use a band-aid; with a large cut, you see a doctor. The same applies here -- "A small fire you use an extinguisher -- a large fire, the Fire Department."
  4. The Fire Department uses water because it is much cheaper than chemical agents.
  5. Some hazardous operations have large bottles or cylinders of dry chemical or CO<sub>2</sub> with which they can fill the entire room at once.
  6. Nearly all businesses and all manufacturing plants have one or more extinguishers; some large plants have several hundred.
  7. Fire Department recommends extinguishers for every home.
- H. Material needed:
1. 2 1/2 gallon pressurized water.
  2. 15-pound CO<sub>2</sub>.
  3. 30 pound dry chemical.
  4. 30 pound dry chemical (back up only).
  5. 3 gallons diesel and pans, wood, newspaper, matches.
  6. Extinguisher brochure for each teacher attending, if available.

# Guam Fire Department

F. Routine Operations	
Chapter:	IV - Public Education
Subject:	Engine Demonstrations
Code:	2-IV-6
Revised:	Draft

## 6.01 PURPOSE

- A. To provide the public with information concerning Fire activities as they relate to the functions duties of the engine company.
- B. To provide the public with the opportunity to view a Fire Department engine and observe a demonstration of its operation and the operation of some of the fire company's equipment.

## 6.02 POLICY

- A. The Fire Department shall provide an engine to members of the general public on a scheduled and non-scheduled basis.
- B. The scheduling of engine demonstrations shall normally be handled by the Suppression shifts. Such shall be coordinated with the Fire Division via the Officer-In-Charge and the Officers.
- C. Officers-In-Charge may (at their discretion) conduct non-scheduled engine demonstrations upon request of interested members of the general public.
- D. Company Officers may schedule engine demonstrations for interested groups and/or individuals, providing that such demonstrations are to be conducted by their own company at a time in which they themselves will be on duty. When scheduling such demonstrations, Company Officers shall coordinate with their District Commander to avoid conflicts.

## 6.03 RESPONSIBILITY

- A. Those members who conduct Fire Department engine demonstrations shall conduct such demonstrations in a safe and efficient manner so as to prevent injuries to anyone present and so as not to place apparatus and/or equipment in a non-serviceable condition.
- B. Those members involved in conducting a Fire Department engine demonstration shall do so in as to promote a professional fire service image, good will and good community relations.

## 6.04 PROCEDURE

The following is the recommended outline to be used when conducting a Fire Department pumper demonstration.

- A. Location - Locate engine with operator's panel to group.
- B. Basic information.
  - a. Engine. Basic fire fighting unit - three (3) member normal complement.
  - b. Personnel and location. Fire Captain, Fire Fighters.
  - c. Job assignment. Fire Captain, Fire Fighters.
  - d. Explanation of engine, truck, rescue, salvage companies (brief).
- C. Company duties.
  - a. Response to emergencies - fires, rescues, fallen wires, public assists such as water flooding, persons locked out of their homes, children locking themselves in rooms, persons entrapped in various ways, mutual aid assignments.
  - b. Pre-Fire planning inspections (brief).
  - c. Fire Prevention Inspections - new construction included.
  - d. Home Inspection Program - hydrant inspections included.
  - e. Daily training program (in-service).
  - f. Fire Operation (brief explanation of eight items).
    - a. Size up.
    - b. Rescue.
    - c. Exposure.
    - d. Confinement.
    - e. Extinguishments.
    - f. Ventilation.
    - g. Salvage.
    - h. Overhaul.
- B. Equipment on Engine.
  - 1. Fire hose.
  - 2. Water Supply
    - a. Tank - capacity and location.
    - b. Municipal supply and hydrants.
    - c. Auxiliary supplies.
    - d. Availability and low cost.
  - 3. Nozzles and Appliances
- C. Demonstration: (Engine headed away from group.)
  - 1. Explanation of hose load.
  - 2. Hand line streams.
  - 3. Engine headed in toward group with red lights, siren, and air horn in operation.
  - 4. Question - Answer session (as time permits).
- D. Materials Required
  - 1. Short section 2 1/2" hose (training room sample).
  - 2. Nozzles - 2 1/2" smooth bore, 2 1/2" variable stream.
- E. Considerations:
  - 1. Contact school official upon arrival for demonstration site.
  - 2. Wind direction (location of group, water mist travel).

3. Water drainage.
4. Ground conditions if engine off pavement (include sprinkler systems).
5. Check with teacher for program time allotted.
6. Arrive a minimum of twenty (20) minutes prior to scheduled program time.
7. Ascertain name of teacher or grade level chairperson from Training Officer prior to leaving station.

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	V - Fire Prevention
<b>Subject:</b>	Fire Company Fire Prevention Inspections - General
<b>Code:</b>	2-V-1
<b>Revised:</b>	Draft

## 1.01 PURPOSE

- A. To secure the correction of common fire hazards and identify other violations of applicable codes and ordinances through the inspection efforts of the various fire companies and units of the Guam Fire Department.
- B. To provide a means of familiarization of fire company personnel with the various properties and occupancies located within their respective areas of jurisdiction.

## 1.02 POLICY

- A. The policy of this department is to conduct fire prevention inspections of all occupancies on the island at least once per year with the exception of residential occupancies, which shall be inspected upon request or coordination from/with the owner.
- B. Fire Department personnel assigned to the Fire Operations Division shall be actively engaged in the fire company fire prevention inspection program.

## 1.03 RESPONSIBILITY

- A. The Fire Chief shall have the overall responsibility for the Fire Department's fire prevention efforts.
- B. The District Commander shall be responsible for the execution of the company fire prevention operations of their respective districts.
- C. The District Commander shall monitor this program for quality and consistency of inspections performed.
- D. The Company Officer shall be responsible for documenting and forwarding via channels all reports of inspections to the Fire Prevention section.
- E. The Company Officer shall be responsible for establishing the frequency and scheduling of fire company inspections based on occupancy classification for each business.
- F. Company Officers are responsible for conducting and managing the fire prevention inspections in their respective areas of jurisdiction.

- G. All Fire Department members are responsible to put forth their best efforts towards prevention of fire and enforcement of fire related laws and regulations.

#### **1.04 PROCEDURE**

- A. The various fire companies shall schedule and coordinate with respective counterparts the occupancies/establishments to be inspected on a monthly basis.
- B. Fire Company, Fire Prevention inspections shall be conducted during the course of the year with each company striving to complete their assigned inspections by the end of the year.
- C. The appropriate Fire Prevention Report Forms shall be utilized in the inspection process.
- D. Company Officers shall coordinate and actively communicate with the Fire Prevention Section all findings of “Immediate Danger to Life and Health”(IDLH).

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	V - Fire Prevention
<b>Subject:</b>	Fire Prevention Inspection Guideline
<b>Code:</b>	2-V-2
<b>Revised:</b>	Draft

## 2.01 PURPOSE

To facilitate the professional and thorough accomplishment of fire prevention inspections conducted by Fire Department personnel.

## 2.02 POLICY

- A. All Fire Department members shall maintain a professional and courteous attitude when conducting Fire Prevention inspections.
- B. Members conducting fire prevention inspections shall be guided by the basic guidelines contained within this policy.

## 2.03 RESPONSIBILITY

All Fire Department members who are involved in fire prevention inspections are responsible for expending their best efforts towards accomplishing a professional and thorough inspection.

## 2.04 SPECIFIC CODES

For specific codes see the following:

- A. Uniform Fire Code (1997 Edition)
- B. Uniform Building Code (1994 Edition)
- C. International Plumbing Code (IPC)
- D. National Electric Code (NFPA 70)
- E. National Fire Alarm Code (NFPA 72)

# GUAM FIRE DEPARTMENT

<b>ROUTINE OPERATIONS</b>	
<b>Chapter:</b>	V - Fire Prevention
<b>Subject:</b>	(Not Used)
<b>Code:</b>	2-V-3
<b>Revised:</b>	Draft

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
<b>Chapter:</b>	V - Fire Prevention
<b>Subject:</b>	Related Codes
<b>Code:</b>	2-V-4
<b>Revised:</b>	Draft

## 4.01 PURPOSE

To make available to, and familiarize each department member with the list of the Codes adopted and used by the Guam Fire Department.

## 4.02 POLICY

It is the policy of the Guam Fire Department to enforce those Codes and Ordinances adopted, which is within the parameters of nationally recognized good practices.

## 4.03 RESPONSIBILITY

The Fire Chief shall be responsible for the administration and enforcement of the adopted Codes. Under his/her direction, the Fire Department shall enforce all ordinances under the Fire Department's jurisdiction.

## 4.04 UNIFORM FIRE CODE

- A. The 1997 version is the current adopted edition of the Uniform Fire Code.
- B. Prescribes regulations consistent with nationally recognized good practice for the safeguarding to a reasonable degree of life and property from the hazards of fire, explosion and dangerous conditions arising from the storage, handling and use of hazardous materials and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises and provisions to assist emergency response personnel.
- C. Provisions of this code shall supplement any and all laws relating to fire safety and shall apply to all persons without exception, unless specifically exempted.
- D. The provisions of this code do not apply to off-site transportation of hazardous materials in accordance with Department of Transportation (DOT) requirements.

## 4.05 UNIFORM BUILDING CODE

- A. The 1994 version is the current adopted edition, which is also being enforced by Department of Public Works (DPW).

- B. Provides minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction.

#### **4.08 RECOGNIZED STANDARDS**

- A. Uniform Fire Code published by International Fire Code Institute.
- B. Uniform Building Code published by International Conference of Building Officials.
- C. National Fire Protection Association Standards (NFPA) as specifically referenced by the Uniform Fire Code and the Uniform Building Code.
- D. Uniform Mechanical Code as specifically referenced by the Uniform Fire Code and the Uniform Building Code.
- E. International Plumbing Code (IPC)
- F. National Electric Code (NFPA 70)
- G. National Fire Alarm Code (NFPA 72)

# GUAM FIRE DEPARTMENT

ROUTINE OPERATIONS	
Chapter:	V - Fire Prevention
Subject:	Pre-Fire Plans
Code:	2-V-5
Revised:	Draft

## 5.01 PURPOSE

- A. To make readily available pre-fire plans to companies for review and/or update.
- B. To readily maintain pre-fire plan files complete and in tact.

## 5.02 POLICY

- A. The policy of this department is to conduct pre-fire planning of all occupancies on the island at least once per year with the exception of residential occupancies, which shall be pre-fire planned upon request or coordination from/with the owner.
- B. Fire Department personnel assigned to the Fire Operations Division shall be actively engaged in the fire company pre-fire plan program.

## 5.03 RESPONSIBILITY

- A. The Fire Chief shall have the overall responsibility for the Fire Department's pre-fire plan efforts.
- B. The District Commander shall be responsible for the execution of the company pre-fire plan operations of their respective districts.
- C. The District Commander shall monitor this program for quality and consistency of pre-fire plans performed.
- D. The Company Officer shall be responsible for establishing the frequency and scheduling of pre-fire planning based on occupancy classification for each business.
- E. Company Officers are responsible for conducting and managing the pre-fire plan activity in their respective areas of jurisdiction.
- F. All Fire Department members are responsible to put forth their best efforts towards identifying and familiarizing themselves with potential problems that might arise as a result of COAL WAS WEALTH:
  - 1. **C** Construction
  - 2. **O** Occupancy
  - 3. **A** Apparatus and staffing requirements

4. **L** Life Hazards
5. **W** Water supply
6. **A** Auxiliary appliances
7. **S** Street Conditions
8. **W** Weather
9. **E** Exposures
10. **A** Area
11. **L** Location and extent of fire
12. **T** Time
13. **H** Height

#### **5.04 PROCEDURE**

- A. The various fire companies shall schedule and coordinate with respective counterparts the occupancies/establishments to be pre-fire planned on a monthly basis.
- B. Fire Company pre-fire plan activities shall be conducted during the course of the year with each company striving to complete their assigned inspections by the end of the year.
- C. The appropriate Pre-fire plan forms shall be utilized in the pre-fire plan process.

