


New York World's Fair 1964-1965 Corporation



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FIRE DEPARTMENT MANUAL

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GENERAL RULES

I

O. 1

Each member shall be subject to these General Rules and shall be supplied with a copy as part of his regular equipment. He shall be required to familiarize himself with all the provisions therein.

O. 2

Acceptance of employment with the Agency is acknowledgment by the member of his willingness to observe all the provisions hereof.

O. 3

Violation of any provision of these General Rules will result in disciplinary action. Dishonesty, rendering a false report, insubordination, drinking intoxicating liquors while on duty or reporting for duty while under the influence of intoxicating liquors, refusal to accept an assignment or to perform the required duties of the assignment, abandoning post or duties (except with permission or in the line of required duty), the commission of any act while on duty or off duty which might bring discredit to the member or to the Agency, misuse of badge or identification card, or wilful or repeated violation of any of the General Rules will result in immediate dismissal with no possible opportunity for re-employment.

O. 4

A record of all equipment issued and returned will be maintained. Members will be required to sign a receipt on each occasion when receiving equipment, and the person charged with the custody of such equipment shall

record the return of the equipment. Damaged or soiled equipment must be promptly turned in to the Fire Department office and replacements obtained. Repair or replacement of any Agency equipment necessitated because of neglect, carelessness, or improper use will be charged to the member responsible.

O. 5

As a condition of original employment, a candidate must satisfy the Agency as to his previous good conduct and character. In addition, at the discretion of the Agency, he must pass a physical examination (at the Agency's expense and by an Agency doctor) within thirty days of his date of employment, or at any other period during his employment. The candidate must satisfy the doctor who conducts the examination that he is physically capable of performing the normal duties of a fireman. Members who are not physically fit to perform their duties will not be permitted to work. Whenever a dispute arises as to whether an employee is physically fit, the matter will be resolved in accordance with the established procedure.

O. 6

Members who are absent for a month or longer due to illness or injury will be required to present a doctor's certificate showing fitness for duty before being reassigned.

O. 7

Whenever a member, because of illness, is unable to report for duty,

he shall, prior to the time he is scheduled to report for duty, notify his superior. At such time he shall furnish to this official information with regard to the nature of his illness and the expected duration thereof.

When a member is on sick leave, prior to returning to active duty he will be required to give twenty-four hours' notice to his superior in order that sufficient notice can be given to the fireman serving in his place.

O. 8

Members must accept assignments given to them by their superiors. Refusal to accept an assignment may result in discharge.

CHAPTER 1 - DEFINITIONS

ACTING OFFICER: The term "Acting" when used in conjunction with the title of a rank of the uniformed force shall mean that the member so designated is temporarily assigned to perform the duties of a higher rank.

ADMINISTRATIVE DISTRICT: When used in conjunction with a company shall mean the area on and within the boundary lines as established for the administrative and inspection activities of such units.

ASSISTANT CHIEF OF DEPARTMENT: When used shall mean a Chief Officer designated by the Chief of Department as Assistant Chief of Department.

BEGINNING OF THE DEPARTMENT DAY: Official time for beginning of the department day shall be 12.01 A.M.

MOTOR AND PUMP OPERATORS: This term shall be used to denote qualified members assigned to drive department vehicles and apparatus. In engine companies, such members are also assigned the duties of operating the pumps.

CHIEF OFFICERS: Chief of Department, Assistant Chief of Department and Acting Officers while serving in any of the foregoing ranks.

COMMANDING OFFICER: Captains who are charged with the administrative duties and responsibilities in their respective units; and in companies where no captains are assigned, the lieutenant charged with such duties.

COMMUNICATIONS: Interchange of official correspondence or messages.

DIRECTIVE: Information issued by the Chief of Department to the entire personnel of the department or to any group thereof.

DISPATCHER: When used shall mean the Dispatcher on duty in the Communications Control Centre.

FIRST DUE: The engine company assigned to arrive first at an alarm box or any other location.

MEMBERS: The term "Members" indicates uniformed members of all ranks.

OFFICER ON DUTY: The officer or acting officer on duty and in immediate command of one or more department units.

OFFICIAL CHANNELS: The forwarding or transmitting of official communications through intermediate officers in ascending or descending order of rank.

CHAPTER 2 - ORGANIZATION

2.1. UNIFORMED FORCE

2.1.1. The uniformed force shall consist of a Chief of Department, Assistant Chief of Department, Captains, Lieutenants and Firemen.

2.1.2. The uniformed force shall be organized into companies and other units as may be required.

A company shall be composed of a captain, one or more lieutenants and the firemen assigned thereto.

2.1.3. Where two or more officers of the same rank are assigned for duty in a company, the senior officer in such rank shall, unless otherwise ordered by the Chief of Department, exercise command and be responsible for all administrative matters affecting the unit.

2.1.4. All officers shall be equally responsible for the discipline, efficiency and operation of units and members assigned to their respective commands.

2.1.5. In the absence of officers of any operating unit or command, members of a lower rank may be temporarily designated by the Chief of Department as acting officer to perform the duties in a higher rank.

2.1.6. Members designated to perform temporarily the duties of a higher rank shall be responsible for compliance with all Regulations affecting that rank. During such designation, they shall be accorded the respect, obedience and courtesy required by Regulations for the higher rank.

CHAPTER 3 - CHIEF OF DEPARTMENT

3.1. DUTIES AND RESPONSIBILITIES

3.1.1. The Chief of Department shall be responsible for the extinguishment of fires, the operations at emergencies and the protection of life and property in connection with the extinguishment of such fires and emergency operations; also for the establishment and maintenance of comprehensive fire prevention, inspectional and educational programs.

3.1.2. He shall be responsible for the discipline and efficiency of all members of the department.

3.1.3. He shall be responsible for the condition of all installations, quarters, apparatus and equipment; also the effective operation and efficiency of all units in the department.

3.1.4. He shall be responsible for the supervision, direction and control of operations necessary to carry out all functions relating to fire operations and fire prevention field inspection activities.

3.1.5. He shall conduct such inspections and surveys of all units within the department necessary for effective supervision, management and administration of such department.

3.1.6. He shall submit reports and necessary recommendations on all matters of major importance relative to the functions of the department.

3.1.7. He shall, except as otherwise provided, designate members of any rank to perform temporarily duties or assignments in connection with the operations of the department.

CHAPTER 3 - (CONTINUED)

3.1.8. He shall be responsible for administering all personnel matters related to and including:

- (a) Recruitment and promotion service standards
- (b) Assignments and details of all members
- (c) Training and safety programs
- (d) Research and planning programs
- (e) Uniform and equipment specifications

3.1.9. He shall be responsible for providing adequately trained personnel for effective operation of the Department.

3.1.10. He shall study and evaluate assignments and details of all members, and when necessary, make such changes as necessary.

3.1.11. He shall carry out inspections and surveys of department installations and units to determine condition, management and efficiency.

3.1.12. He shall evaluate recommendations or requisitions relative to procurement, distribution or assignment of apparatus, equipment, appliances and supplies.

3.1.13. He shall act in an advisory capacity in development of programs for increased effectiveness and efficiency of fire-fighting operations and fire prevention activities.

3.1.14. He shall be responsible for the investigation of the cause of fires.

CHAPTER 4 - ASSISTANT CHIEF OF DEPARTMENT

4.1.⁴ DUTIES AND RESPONSIBILITIES:

4.1.1. The Assistant Chief of Department shall perform such duties and assignments as directed by the Chief of Department.

4.1.2. He shall be directly responsible to the Chief of Department for efficient performance of assigned duties.

4.1.3. He shall perform fire operational duties in accordance with a schedule promulgated by the Chief of Department.

4.1.4. He shall, when on duty, maintain constant communication with the Communications Control Centre.

CHAPTER 5 - CAPTAINS

5.1. COMPANY COMMANDERS: CAPTAINS:

5.1.1. Company Commanders shall exercise full command and control of units under their jurisdiction. They shall be responsible for all administrative matters affecting such units and assigned members, also the care and maintenance of quarters, apparatus, equipment and all department property.

5.1.2. Company Commanders having jurisdiction over special units shall be responsible for proper maintenance, operations, and records of such units. They shall, when members are not specifically assigned, designate qualified members of their command to care for and operate such units and the equipment carried.

5.1.3. They shall be charged with maintaining proper discipline of all members, also the efficiency and operation of units under their command.

5.1.4. Company Commanders shall be directly responsible for the proper preparation and forwarding of all administrative reports required by Regulations, and such reports shall bear their signature.

5.1.5. They shall prepare and sign fire reports, reports on meritorious acts, deaths, injuries involving members or civilians, accidents or damage to apparatus, and other incidents of an unusual nature occurring or developing during their tour of duty.

CHAPTER 5 - (CONTINUED)

5.1.6. They shall, when on duty in quarters housing more than one unit, be responsible for proper discipline of all members while in quarters.

5.1.7. They shall require and obtain full cooperation of lieutenants assigned or detailed to their units in the maintenance of effective administration, discipline and efficiency.

5.2. COMPANY OFFICERS: LIEUTENANTS:

5.2.1. Lieutenants shall, during their tour of duty, be responsible for proper discipline of members and efficient operation of units under their jurisdiction, in accordance with Regulations. They shall comply with and enforce specific instructions and orders of company commanders.

5.2.2. The senior lieutenant in rank assigned to a unit shall assume the duties and responsibilities of company commander under the following conditions;

- (a) During an extended leave of absence of the assigned company commander, provided no other captain is detailed to unit.
- (b) When no provision is made for assignment of a company commander to the unit.

5.2.3. They shall prepare and sign fire reports, reports on meritorious acts, deaths, injuries involving members or civilians, accidents or damage to apparatus, and other incidents of an unusual nature, occurring or developing during their tour of duty.

CHAPTER 5 - (CONTINUED)

5.2.4. They shall cooperate with the company commander in effecting the administration, report preparation, record keeping, discipline and efficiency of units.

5.2.5. When two or more lieutenants are on duty in quarters housing more than one unit, the senior officer in rank shall be responsible for proper discipline in quarters of all members assigned to such units during his tour of duty.

CHAPTER 6 - FIRE AND EMERGENCY OPERATIONS

6.1. PRELIMINARY DUTIES AND RESPONSE TO ALARMS:

6.1.1. Fire fighting and operations at other emergencies are major functions of the department. Knowledge of Regulations, orders and procedures shall be the responsibility of all members. Members shall comply with instructions contained in these Regulations and all amendatory orders bearing upon operations of the department.

6.1.2. Company officers shall be responsible for the manual strength of units under their jurisdiction when reporting or performing duty at fires or other emergencies. Accordingly, officers on duty shall, immediately after each roll call, prepare "On Duty Record Card" listing all members on duty.

Such record shall be displayed in a prominent place on instrument board of apparatus and promptly altered to reflect any change.

6.1.3. Officers on duty shall see that the fire zone in front of quarters is maintained clear of vehicles or other obstructions and notify the Dispatcher of any unusual traffic condition which may interfere with response of apparatus. Members on housewatch duty shall assist officers in this responsibility and keep them fully informed of conditions.

6.1.4. Officers on duty shall, upon receipt of an alarm to which the company is assigned to respond, direct members to take positions in front of quarters for the purpose of warning pedestrian and vehicular traffic.

CHAPTER 6 - (CONTINUED)

6.1.5. Members shall, when reporting for duty, promptly place all required fire clothing on apparatus, neatly and compactly folded, with helmet on top. Before going off duty, members shall remove such clothing from apparatus and arrange it in an orderly manner on clothing racks.

6.1.6. Officers shall, when reporting for duty and finding company out of quarters, call the roll and proceed with members to location of operations. They shall report to the officer in command at the scene. Members designated as Acting Lieutenants with the incoming platoon, shall when necessary, perform such duties.

6.1.7. Officers on duty shall be equally responsible with house watchman for proper receipt of alarms and responses of apparatus to correct locations.

6.1.8. Members shall exercise care to avoid injury when boarding or riding apparatus, especially when donning boots and fire clothing while apparatus is in motion. They shall use hand rails, hand straps and safety belts when such are provided.

6.1.9. Responses to alarms shall be made with all proper speed consistent with safety. Officers shall not converse with motor and pump operators, except when necessary to regulate speed of apparatus, determine route to be taken, or to relay information received by radio.

CHAPTER 6 - (CONTINUED)

6.1.10 Officers shall hold motor and pump operators responsible for operations of apparatus while responding to, operating at, or returning from alarms, and on all occasions when apparatus is taken from quarters.

6.1.11. When responding to alarms, bells shall be sounded with a frequency depending upon the conditions enroute. These signals shall be dispensed with when consistent with safety.

6.1.12. Parkways or express highways shall not be used by apparatus responding to alarms, except in emergency when their use would facilitate response.

6.1.13. Officers shall require members driving apparatus to observe the following:

- (a) Maintain safe control of apparatus at all times.
- (b) Maintain low rate of speed when traveling through congested areas, on wet or icy streets, and passing over excavations.
- (c) Maintain low rate of speed when approaching street intersections or turning corners.

6.2. INITIAL OPERATIONS AT FIRES:

6.2.1. The first officer to arrive at an alarm shall assume full control and responsibility until relieved by an officer superior in rank, who shall be informed of all actions taken and existing conditions.

CHAPTER 6 - (CONTINUED)

6.2.2. The first officer to arrive at location indicated by an alarm and finding no fire shall cause a thorough investigation and report result in person to the Chief Officer upon his arrival.

6.2.3. The first officer to arrive with an engine company at a fire shall order and direct the stretching of necessary hose lines to required positions indicated by the location of the fire.

6.2.4. Officers shall direct raising and placement of ladders, and permit their use only by members or persons being assisted by members.

6.2.5. Officers responding to alarms shall exercise good judgment in placement of apparatus and avoid unnecessary obstruction of roadways and hydrants in immediate area.

6.2.6. Officers shall direct motor and pump operators to place apparatus not in use at locations that will allow free movement of traffic. Apparatus shall always be ready to move quickly into position for any operation.

6.2.7. Officers shall be guided in the use of suction connections by the following:

- (a) When first to arrive, the 4-1/2" hydrant connection, or the soft hydrant connection may be used.
- (b) When other than first to arrive, the 4-1/2" hydrant connection shall be used.
- (c) When drafting operations are indicated, the 4-1/2" hydrant connection shall be used.

CHAPTER 6 - (CONTINUED)

- 6.2.8. Officers shall, upon arriving at the scene of a fire, order hydrants tested, before any connections are made to same.
- 6.2.9. Officers arriving first at a fire involving a vehicle located on a grade, shall have wheels of such vehicle chocked and take precautions to prevent it from rolling down incline and out of control.
- 6.2.10. Officers shall, when one or more pumpers are in operation, have required hose lines, when practicable, connected to the pumper nearest the fire.
- 6.2.11. Members operating pumpers shall see that all connections to hydrant are tight, also that suction connections and hose lines are protected from damage by friction against curb or rough pavement.
- 6.2.12. Members operating pumpers shall remain at pumpers, unless otherwise ordered, and give complete and constant attention to required duties, avoiding unnecessary conversation.

Gauge readings shall be noted and variations of pressure recorded for subsequent information of officer. During freezing weather, precautions shall be taken to prevent damage or difficulty. Motors shall be started frequently or operated at low speeds in cold weather. During hot weather, motor hoods shall be raised to prevent overheating.

CHAPTER 6 - (CONTINUED)

6.2.13. Officers shall have soundings taken before pumpers draft water. Rise and fall of tide during periods of drafting operations shall be observed to prevent foreign matter being drawn into pumps.

6.2.14. Officers in command of units drafting salt water shall see that no connections are made to any standpipe or sprinkler system.

6.2.15. Officers shall use sound judgment in stretching hose lines to avoid removal of surplus hose.

6.2.16. Hose lines shall be stretched as near curb as possible on same side of thoroughfare as hydrant or pumper.

6.2.17. Officers shall, when in command of hose lines stretched across thoroughfares or railroad tracks at night time, require proper placement of red lights to warn operators of vehicles or trains against running over hose lines.

6.2.18. Officers in command of fires shall not jeopardize unnecessarily the lives of members. Subordinate officers shall be equally responsible for safeguarding members under their immediate command.

6.3. OPERATIONS DURING FIRES:

6.3.1. The prescribed fire helmet, rubber or waterproof coat, boots, insoles and gloves shall be worn by all members at the scene of fire or emergency operations.

CHAPTER 6 - (CONTINUED)

6.3.2. Officers supervising the operations of hose streams shall control and direct members operating nozzles. They shall issue orders necessary to maintain required pressure and volume of such streams. When reducing tips of controlling nozzles are removed, such tips shall remain in the possession of the officer in command of the hose line.

6.3.3. Members below the rank of Lieutenant shall, when on duty, carry a hose spanner and hose strap. At fires, leaking hose connections observed shall be tightened immediately.

6.3.4. Officers in command of fires in buildings, premises or occupancies shall utilize such auxiliary fire protection equipment, including auxiliary fire pumps, as may be provided, when operations can be assisted thereby.

6.3.5. Officers^{*} in command of fires in buildings equipped with automatic sprinkler systems shall order one of the first hose lines connected to proper siamese and be prepared to supply such system. Additional hose lines shall, when necessary, be connected to such system.

6.3.6. When fire occurs in a building equipped with a standpipe system and it is intended to operate hose lines from such, the first hose line shall be connected to proper siamese to insure adequate supply of water for operations.

CHAPTER 6 - (CONTINUED)

6.3.7. Officers shall promptly notify the officer in command of fire of any known dangerous or unusual condition, with particular attention to conditions discovered during inspectional duties.

6.3.8. When adjacent buildings are endangered at a fire, the officer in command shall request the commanding police officer present to assist in removal of occupants of such buildings and prevent their return until authorized by the commanding fire officer.

6.3.9. Officers at fires shall be responsible for actions of members on duty with their units. Under no circumstances shall members enter buildings unless specifically ordered. Members shall, unless otherwise ordered, remain near the officer or apparatus.

6.3.10. Officers of all ranks shall realize the responsibility of close supervision of members at fires and emergency operations. A minimum of personnel shall, when possible, be used in fire areas, and activities of such members carefully observed. Officers shall require prompt segregation and delivery of valuables to the officer in charge, or other disposition of such articles as specified in this chapter.

6.3.11. In order to safeguard private property while operating at fires, the following procedure shall be complied with;

CHAPTER 6 - (CONTINUED)

- (a) When articles of value are found by members, such articles shall be turned over to their immediate supervisory officer, who in turn shall deliver them to the officer in command. Such articles shall be restored to owner upon proper identification, or delivered to the World's Fair Police Department if owner is not available; or, upon proper identification, to authorized representative of the owner. In all cases, a receipt shall be obtained.
- (b) When operations have been completed, the officer in command shall see that premises are adequately safeguarded by members until custodianship has been turned over to the owner, the World's Fair Police Department, or to authorized representative of owner. In the absence of such persons and police, the officer in command shall request the dispatcher to inform World's Fair Police Headquarters of the necessity of a patrolman detail to guard premises.

6.3.12. When information or complaints involving lost property are received while the department is at scene of an operation, the officer in command shall notify the dispatcher for the information of the Office, Chief of Department, and promptly investigate such loss.

Upon return to quarters, the investigating officer shall immediately forward reports in duplicate recording full particulars of the loss and action taken.

6.3.13. When information or complaints involving lost property are received after the department leaves the scene of an operation, the Chief of Department shall designate an officer to initiate a prompt investigation and forward an immediate report recording full particulars of loss and action taken.

CHAPTER 6 - (CONTINUED)

6.3.14. During fire operations all members shall be constantly alert to possibility of the crime of arson. In the event conditions indicate this possibility, the officer in command shall promptly notify the dispatcher for the information of the Chief of Department. Unauthorized persons shall be prohibited from entering premises and actions of those authorized carefully noted. Members shall refrain from discussion of the fire and prevent disturbance of essential evidence.

6.3.15. When members operating at a fire find it necessary to remove a Federal Government lock from a mail receptacle, the officer in command of such unit shall turn over the lock to the Office, Chief of Department. The lock will then be delivered without delay to the official in charge of the nearest United States Post Office or sub-station.

6.3.16. Officers responding to alarms at or near the waterfront shall recognize the advantages of drafting water at locations sufficiently close to the fire for a more efficient operation. Extreme care shall be observed in placement of apparatus so that in case of necessity it may be removed quickly.

6.3.17. Information relative to fire or emergency operations shall not be given to persons at the scene. Information emanating from the Fire Department will be given by the Chief of Department.

The Chief of Department may permit press or official photographers to take photographs, provided there is no immediate danger to such photographers or interference with operations of the department.

CHAPTER 6 - (CONTINUED)

6.3.18. When members require medical treatment as a result of respiratory injuries incurred during operations with masks, the following procedure shall be complied with by the officer in command;

- (a) A doctor shall be immediately summoned to the scene and a complete examination made of such members. The officer in command of the unit shall forward a report, with full particulars and containing the information obtained from the examining doctor, to the Chief of Department.
- (b) Masks or cylinders involved shall be impounded and forwarded without delay, together with the related Mask Maintenance Cards to the Office, Chief of Department.

6.3.19. Companies shall maintain records of members treated at fires or emergencies. A report of such treatment, with full particulars, shall be forwarded to the Office, Chief of Department.

6.3.20. In all cases where members administer mouth-to-mouth rescue breathing at fires or emergencies, officer on duty shall, upon return to quarters, comply with the following;

- (a) Immediately notify the Office, Chief of Department, giving full particulars of the incident.
- (b) Await orders advising members when and where to report for examination.
- (c) Upon members return, forward a report giving the name of the doctor and the location to the Office, Chief of Department.

In the event members off duty administer rescue breathing, they shall notify the officer on duty in their assigned units and be guided by his instructions.

CHAPTER 6 - (CONTINUED)

6. 4. OPERATIONS AFTER FIRES ARE UNDER CONTROL.

6. 4. 1. Officers shall, when fires are under control, issue necessary orders to complete the clearing of avenues, walks and roadways in the vicinity of operations. Apparatus or hose obstructing such arteries shall be removed as soon as practicable.

6. 4. 2. Hose lines taken up at fires shall be uncoupled and drained outside the building. Before replacement on apparatus, hose shall be recoupled when practicable and made ready for immediate use.

6. 4. 3. Watch lines shall be under the supervision of the Chief of Department, who shall order necessary details.

6. 4. 4. Company officers shall exercise every precaution during operations to prevent any possible fire after the department leaves the scene. *

6. 4. 5. When refrigerators with a compartment capacity exceeding one and one half cubic feet are removed from premises by members and left unattended, the door or door lock shall be carefully removed and left in care of a responsible person.

6. 4. 6. Company officers shall, before leaving scene of operations, require a complete check of all tools and equipment carried on apparatus.

CHAPTER 6 - (CONTINUED)

6.4.7. Officers shall issue orders necessary to insure maximum safety while responding to or returning from alarms or other operations.

6.4.8. Dispatchers shall, when notified of unusual occurrences or emergencies other than fires requiring response of apparatus, inform officers on duty with unit to be called, of condition or emergency to which they are responding. Officers arriving at scene of operations shall take necessary and proper action to control the situation.

6.4.9. Dispatchers shall, when notified of complaints, over-crowding or unusual conditions in a theatre, cabaret and other places of public assembly, promptly notify the Office, Chief of Department, who shall direct the officer of the unit in whose district such premises are located, to immediately investigate and determine conditions and necessary action. A telephone report shall be made by such officer to the Office, Chief of Department outlining conditions and action taken. Written report shall be promptly forwarded, recording all pertinent information.

6.4.10. Openings in exterior wall of structures for fresh air intakes of air conditioning systems may develop serious smoke and heat conditions in such buildings, in the event of exposure fires in the immediate area. Officers in command of fires shall, when necessary, order air conditioning systems shut down and shutters at fresh air intakes closed in exposed buildings.

CHAPTER 6 - (CONTINUED)

6.4.11. Members first at the scene of an explosion, the placement of a suspected bomb or other explosive, shall immediately transmit all necessary information to dispatcher for prompt notification of World's Fair Police Department. If apparatus is not present, the dispatcher shall cause the response of the unit assigned to the district and precautions taken to prevent disturbance of anything, other than safeguarding of life, until arrival of Police Department. Members shall report all actions taken and forward a written report to the Chief of Department.

6.4.12. Officers in command at alarms transmitted for a bomb or suspected bomb shall be guided by the following procedure:

- (a) Report to officer in charge of police for purpose of cooperation.
- (b) If Police Department is not at scene, the officer in command shall cause evacuation of all persons from endangered area and, upon arrival of police, notify police officer in charge of actions taken.

6.4.13. For the purpose of preventing unnecessary jeopardy to civilians and interference with operations of members at fires and emergencies, the following procedures shall be strictly enforced:

- (a) Initial fire lines shall be established by the officer in command at a point beyond farthest pumping engine in use.
- (b) When companies are operating, the officer in command shall designate a member to contact commanding police officer present and request him to establish fire lines.

CHAPTER 6 - (CONTINUED)

6.4.14. In the event of a sudden disaster or emergency endangering, or likely to endanger, the life or health of a considerable number of people, and it is deemed of utmost importance that activities of the Fire Department be closely coordinated with city departments and agencies, the following procedures, insofar as practicable, shall be followed:

- (a) The World's Fair Police commanding officer at the scene shall act as coordinator in the event of any emergency of a major character, except that the superior officer of the World's Fair Fire Department present shall be in charge of fire emergencies.
- (b) The superior fire officer upon arrival at scene shall ascertain from police coordinator existing conditions, latest developments and proceed as follows:
 - (1) Upon making a survey of scene, he shall consult with other officials and determine any additional action or precaution.
 - (2) Keep police coordinator informed of action taken, directed or recommended.
 - (3) During operations, members of the Fire Department shall be directed to conduct careful surveys of the scene and adjacent area to determine extent of damage, area affected and potential hazards. Reports shall be made to police coordinator on these matters with action taken or recommended.
 - (4) Fire officers shall act in collaboration with police coordinator relative to evacuation of area.
- (c) Cooperation of public service corporations shall be expected in effective coordination of the efforts of all agencies at scene of emergency.

CHAPTER 6 - (CONTINUED)

6.4.15. Company officers operating at locations wherein a condition involving radioactive material exists shall be guided by the following:

OPERATIONS - NO FIRE.

- (a) Officers shall immediately contact a responsible radiological safety person in charge of premises to determine conditions involving the radioactive material. Officers shall be guided in operations by his advice or instructions.
- (b) In the event no responsible person is present, officers shall supervise use of monitoring equipment in carrying out all monitoring activities. Use of such equipment and monitoring activities shall be in accordance with instructions.
- (c) Members operating in areas of possible radioactive contamination shall be equipped with self-contained breathing apparatus, and shall wear helmet, rubber coat, rubber boots and proper work gloves.
- (d) Officers shall cooperate with other departments or responsible authorized persons or agencies present.

OPERATIONS --

FIRES INVOLVING RADIOACTIVE MATERIALS.

- (a) Officers in command shall immediately contact a responsible radiological person in charge of premises to determine condition involving radioactive materials. Officers shall be guided in this operation by his advice or instructions.
- (b) Members shall not enter areas of possible radioactive contamination unless equipped with self-contained breathing apparatus, and shall wear helmet, rubber coat, boots and proper gloves.

CHAPTER 6 - (CONTINUED)

- (c) During operations, members shall, when possible, be accompanied by authorized monitoring officials on premises or trained members of the department, with appropriate equipment for radioactive detection.
- (d) Subject to advice of authorized monitoring officials on premises, fire operations shall be carried out in accordance with usual procedures to confine fire and prevent spread to areas containing radioactive materials.
- (e) Low velocity fog nozzles shall, when possible, be used to minimize damage to equipment or disturbance of radioactive materials.
- (f) Before, during, and after fire, all precautionary operations shall be in accordance with instructions.
- (g) Members shall not take part in any salvage or overhauling operations after the fire, except in presence of, and under direction of authorized monitoring officials, or trained members of the department with appropriate equipment for radiation detection.

CHAPTER 7 - FIRE PREVENTION

7.1. GENERAL REGULATIONS.

7.1.1. Company commanders shall, through the medium of apparatus field inspection, cause regular inspection of all buildings and premises in their company districts to ascertain violations of law and rules of the World's Fair Building Code in respect to:

- (a) Prevention of fires or danger to life and property therefrom.
- (b) Manufacture, storage, sale, transportation, or use of combustible chemicals, explosives, inflammable, or other dangerous substances, articles, compounds or mixtures.

7.1.2. Company commanders shall control, and be responsible for, the inspection of all buildings and premises located in their company districts.

7.1.3. All members shall familiarize themselves with required inspectional procedures, fire prevention directives, laws and rules of the World's Fair Building Code with respect to fire hazards and fire protection. Company officers shall make frequent use of drills and instruction periods for guidance of members in these and related topics.

7.1.4. Members shall, upon entering premises for the purpose of inspection, identify themselves to a responsible person in charge of building or occupancies.

CHAPTER 7 - (CONTINUED)

In the event members are denied admittance to any building or occupancy during field inspection duty, the Office, Chief of Department shall be notified promptly by telephone. Upon return to quarters, a report with full particulars shall be forwarded to the Chief of Department.

7.1.5. Members shall verify the validity of permits issued by the World's Fair Corporation, and determine if requirements of such are being complied with. Permits shall, at all times, be displayed for ready examination. When inspection discloses absence of a required permit, officers shall promptly forward a report, stating full particulars, to the Chief of Department.

Where a certificate of fitness is required, it shall mean a certificate of fitness for the duties involved, issued by the Fire Commissioner of the City of New York.

Absence of required certificates shall be the subject of a notice, citing the violation issued to person in charge of occupancy or premises, appraising him of all requirements pertaining to such certificates. Officers shall, after the issuance of such notices, forward a report stating full particulars to the Chief of Department.

7.1.6. Company officers shall familiarize themselves with all buildings and premises in their company districts. Inspections and observations shall include construction, occupancy, auxiliary fire protection and related features, knowledge of which will increase efficiency of the department in the event of fire.

CHAPTER 7 - (CONTINUED)

7.1.7. Company officers shall, upon receipt of complaints or notification from any source relating to conditions involving possible violations of law, cause a prompt inspection to determine actual condition. In all cases of complaints, reports shall be forwarded and proper entries recorded in company journal by the officer on duty. This procedure shall not apply wherein such complaints are concerned with overcrowding in a theatre or other places of public assembly. In these instances, a telephone notification of the complaint shall be made to the dispatcher for the notification of the Chief of Department.

7.1.8. Company Officers shall, when notified of structural or occupancy hazards dangerous to life or property, conduct an inspection to determine conditions and take such action as may be necessary. A telephone report shall promptly be made to the Chief of Department advising of the situation. Special report to be forwarded to the Chief of Department.

7.2. FIELD INSPECTION PROCEDURES

7.2.1. Field inspection activities through the medium of company officers and members with apparatus provide the basic foundation for an effective fire prevention program and have the following objectives:

- (a) To establish a program of fire prevention activities participated in by all members.
- (b) To provide a medium of fire prevention education in all parts of the area.

CHAPTER 7 - (CONTINUED)

- (c) To obtain knowledge of structural and occupancy hazards for use in possible fire fighting operations.

7.2.2. Field inspection duty shall be carefully planned and conducted in an orderly, systematic manner. Regulations relative to response of units and protection and care of apparatus, tools and equipment shall be complied with during field inspections.

7.2.3. Companies shall leave quarters at scheduled time and be alert for contact by dispatcher. If radio contact is not established within a reasonable period, dispatcher shall be notified by telephone. If radio contact difficulty continues, the dispatcher shall notify the Office, Chief of Department. Upon return to quarters from inspection duty and alarm responses, officers shall notify dispatcher by telephone.

7.2.4. Units shall remain in service, and maintain constant radio or telephone communication with dispatcher. When in areas of buildings remote from sound of apparatus bell, units shall maintain both radio and telephone contact.

7.2.5. Dispatchers and company officers shall make a close study of all field inspection schedules for the purpose of maintaining effective fire protection. Dispatchers shall, when necessary, direct response of units to alarms. During unusual fire conditions, dispatchers may direct return of any unit to quarters. The Chief of Department shall be immediately notified of such action.

CHAPTER 7 - (CONTINUED)

7.2.6. Building record cards shall be used by members during performance of field inspection duty. Information on building record cards shall be verified and corrections made in accordance with existing conditions.

7.2.7. Members shall not give instruction or advice to building occupants relative to methods of remedying any violation of law.

7.3. UNUSUAL OR HAZARDOUS CONDITIONS.

7.3.1. Company officers shall cooperate in the careful evaluation of buildings and/or occupancies wherein experience or knowledge of conditions dictate the need for more frequent inspections.

7.3.2. During field inspection duty, particular attention shall be directed to unusual structural or occupancy hazards, or other conditions dangerous to life or property. When such conditions are encountered, provisions of Section 7.1.8. shall be complied with.

7.3.3. The Chief of Department shall cause daily inspections of any location where extraordinary fire hazards exist. Special reports shall, when necessary, be promptly forwarded to the Chief of Department for enforcement action.

CHAPTER 7 - (CONTINUED)

7.3.4. Notice of demolition operations about to commence (Form D-1) shall be forwarded by the Office, Chief of Department, to appropriate companies for the purpose of:

- (a) Surveillance inspections during demolition period.
- (b) Corrective maintenance of building records.

Upon completion of demolition activities, one copy of Form D-2 shall be filed in Building Record Folder and one copy forwarded to Office, Chief of Department.

7.3.5. During field inspection duty, particular attention shall be given to location of shut-off valves for automatic sprinkler systems. Where valves are located in portions of a structure not readily accessible, officers shall issue an order to occupant to place a sign in a conspicuous place in entrance hallway or on front of building indicating location of such valves.

7.4. REPORTS

7.4.1. Reports and violation orders, accurate and thorough in content, are the basis for necessary corrective and enforcement action by the Fire Department. Maintenance of a high standard of efficiency in all report requirements is essential for effective administration of fire prevention activities.

CHAPTER 7 - (CONTINUED)

7.4.2. Information on all field inspection reports shall be in accordance with requirements of the appropriate form. Copies of all reports shall be retained in unit of origin.

7.4.3. For the purpose of establishing a uniform method of recording information for statistical reports, the following shall be adhered to:

- (a) Each visit to a single occupancy building during any field inspection duty shall be recorded as one inspection, regardless of height or area.
- (b) Each visit to an occupancy in a mixed or multi-occupancy building during any field inspection duty shall be recorded as one inspection for each occupancy inspected.
- (c) Each visit to a building or occupancy for any of the purposes listed below shall be recorded as one inspection for each such activity:
 - (1) Regular field inspection duty.
 - (2) Re-inspection duty on violation orders.
 - (3) Surveillance inspection duty.
 - (4) Inspectional duty on other fire prevention documents or activities.
 - (5) Inspectional duty relative to complaints.

7.4.4. Inspectional time shall be recorded as follows:

- (a) Field inspection by companies on regular scheduled inspections: record time of inspectional duty performed by all members as a unit during scheduled inspection time.

CHAPTER 7 - (CONTINUED)

- (b) Inspectional duty by individual members on complaints, re-inspection of violation orders, surveillance, or action on other fire prevention documents: record time of inspectional duty by individual members.

7.4.5. Officers on duty shall prepare and forward to Office, Chief of Department, Daily Field Inspection Reports for each type inspection performed by their units, except that for re-inspection duty, as many re-inspection entries as possible shall be recorded on this form. The members performing the re-inspection duty, and the officer on duty shall sign their names on the line beneath the last entry. All copies of this form shall be identified by printing on upper left hand corner of form (FPI) the particular type inspection performed.

7.5. RECORDS.

7.5.1. Field inspection sector maps shall be used by units for control, reference and record keeping in the performance of field inspection activities.

7.5.2. Company commanders shall maintain a Field Record File for all Field Record Cards. (Building, Occupancy). This file shall be indexed and maintained in block number sequence, in accordance with designated block numbers on Field Inspection Sector Maps.

CHAPTER 7 - (CONTINUED)

7.5.3. Company commanders shall maintain a Field Record Card (Form FRC-1) for each building and premises in their company district.

7.5.4. Field Record Cards shall be marked on upper right hand corner with designated Sector number, and filed behind related block number index tab in numerical or alphabetical sequence. Field Record Cards (Occupancy) shall be filed immediately behind its related Field Record Card (Building).

7.5.5. Particulars of every inspection shall be recorded on Field Record Cards. Entries shall be in chronological order. When space on both sides of card is completed, such card shall be removed from file and placed in related folder. A new Field Record Card shall then be substituted for withdrawn card. All withdrawn cards for the same address or occupancy shall be numbered in numerical order in upper left hand corner before filing.

7.5.6. In front portion of Field Record File, two separate sections shall be maintained, one titled "Incompleted Inspections" and the other "Existing Violations."

7.5.7. When an inspection is incomplete, the Field Record Card (Building) shall indicate same, and be placed in file section titled "Incompleted Inspections." When inspection has been completed, the card shall be returned to its regular position.

CHAPTER 7 - (CONTINUED)

7.5.8. When a Field Record Card (Building) is placed in either "Incompleted Inspections" or "Existing Violations" sections, such action does not affect file order of its related Field Record Card (Occupancy) pertaining to the premises, nor shall file order of Building Record Folders be altered.

7.5.9. When the Chief of Department or Assistant Chief of Department inspect a building, a memo to the unit in whose company district such duty was performed will be forwarded, giving the addresses of premises inspected. Officers receiving such memos shall record information on Field Record Cards of premises inspected and file memo in occupancy folder for premises.

7.5.10. Company commanders shall maintain a Building Record Folder for each building in their company district requiring a Field Record Card. Folders shall be marked with name of exhibitor and designated block and lot numbers, and filed in alphabetical or numerical sequence. All incoming and outgoing documents shall be filed in related Building Record Folders, in chronological order, latest documents on top.

CHAPTER 8 - APPARATUS AND EQUIPMENT

8.1. DUTIES AND RESPONSIBILITIES OF MOTOR AND PUMP OPERATORS.

8.1.1. Motor and pump operators shall keep in mind their moral responsibility. The safety of members and civilians is dependent upon such members while apparatus is responding to, operating at, and returning from alarms. They shall maintain constant interest in assigned duties to avoid accidents and obtain maximum efficiency of apparatus in their charge.

8.1.2. They shall be thoroughly familiar with Regulations pertaining to their duties and responsibilities. In addition to subject matter in this chapter, they shall give particular attention to chapters on "Fire and Emergency Operations" and "Hydrant Maintenance," and to the "Manual of Fire Communications."

8.1.3. They shall be responsible for condition and proper operation of apparatus under their control. They shall be constantly alert for any defects, required repairs or supplies, and when such become necessary, immediately notify the officer on duty.

8.1.4. They shall report to member relieving them in quarters or at fires, the condition of apparatus and efficiency of motors and pumps. When operating at alarms, relieving member shall be acquainted with all necessary information, such as locations of hose lines being supplied and equipment removed from apparatus.

CHAPTER 8 - (CONTINUED)

8.1.5. They shall maintain mechanical parts of motors and pumps thoroughly clean at all times. Strainers on suction inlets shall be checked daily for operating efficiency.

8.1.6. They shall, while in quarters, note condition of oil in crank-case, ignition and cooling systems; also gasoline and oil levels of apparatus. Necessary lubrication or other deficiencies shall be promptly reported to the officer on duty.

8.1.7. They shall drain sediment cups and gas lines frequently to remove dirt and prevent freezing of water which may have accumulated.

8.1.8. They shall note working time of pumps for subsequent information for the officer and account for all gasoline and oil received during operations.

8.1.9. Motor and pump operators with engine companies shall, when required to supply hose lines into siamese connection of any auxiliary fire protection system, verify personally that such lines are connected to proper siamese before starting water.

8.1.10. Motor and pump operators shall, upon return to quarters after each alarm, note the condition of brake mechanism, steering arms, ignition and cooling systems, gasoline and oil levels, and immediately report defects and required supplies to the officer on duty.

CHAPTER 8 - (CONTINUED)

8.2. APPARATUS CARE AND MAINTENANCE.

8.2.1. Commanding officers shall maintain an "Apparatus Record Card" for each department vehicle under their jurisdiction. Such cards shall be filed in front of hydrant inspection-cards. Subsequent cards, made necessary by complete use of the original, shall be numbered in sequence.

When permanent assignment of an apparatus or vehicle is changed, such record cards shall be forwarded to unit receiving it, so that a complete history of vehicle is available for reference.

8.2.2. Commanding officers receiving new apparatus or apparatus from any source for permanent use in their units shall forward a report recording all pertinent information.

8.2.3. Officers on duty shall see that all apparatus, department vehicles and equipment in quarters are properly cared for and protected. When repairs are required, such officers shall promptly notify the Office, Chief of Department.

8.2.4. The officer on duty following roll calls shall, with motor and pump operators, make a thorough inspection of apparatus. When completed, such officer shall enter all details of the roll call and inspection in company journal over his signature.

CHAPTER 8 - (CONTINUED)

8.2.5. Officers shall hold motor and pump operators responsible for the protection, cleanliness and condition of motors and mechanical parts of apparatus. Any defect or irregularity shall be promptly recorded in company journal. When reporting defects by telephone to the Office, Chief of Department, the motor and pump operator shall be available for instructions.

8.2.6. When it is apparent that damage to apparatus or equipment has been caused by improper care, members responsible shall be the subject of a report to the Chief of Department.

8.2.7. Apparatus and equipment shall be maintained thoroughly clean at all times. Officers on duty shall see that members clean apparatus and equipment after each run and upon return from Field Inspection Duty. Motor hoods shall not be washed while motor is heated.

8.2.8. Officers shall not permit members to make adjustments to brakes of apparatus. When the need for such adjustment occurs, the provisions of Section 8.2.3. shall be followed.

8.2.9. Commanding officers shall require crankcase oil of each apparatus and ambulance under their jurisdiction be changed after individual total gasoline consumption of 200 gallons. Apparatus not consuming 200 gallons of gasoline in a year shall have crankcase oil changed annually in October. Oil filters or cartridges shall be replaced on alternate oil changes. After changing filters or cartridges, the motor shall be started and careful observation made to detect leakage.

CHAPTER 8 - (CONTINUED)

8.2.10. Crankcase oil shall be checked daily on all apparatus to determine adequate supply. During this check, attention shall be given to possible presence of gasoline and sludge. This may be effected by examining the bayonet stick. If level of oil rises or if there is an odor of gasoline, a specimen of crankcase oil shall be removed for test. When amount of oil required to refill crankcase is substantially less than originally needed, it is an indication that sludge is present. Oil changes are to be recorded in the company journal and recorded on the "Apparatus Record Card" by the officer on duty.

8.2.11. Commanding Officers shall cause general lubrication of apparatus in accordance with the following:

- | | |
|----------------------|-------------------|
| (a) Engine Companies | - Monthly |
| (b) Ambulances | - Every 500 miles |
| (c) Other vehicles | - Every 500 miles |

When the required time for lubrication services becomes effective, the Office Chief of Department, shall be notified. Lubrication of apparatus shall be witnessed by the officer on duty and recorded in the company journal and on "Apparatus Record Card."

8.2.12. Radiators and cooling systems of all apparatus shall be flushed and refilled with fresh water at least once a month when water system is warm and sediment churned up. This does not apply in cold weather to cooling systems supplied with anti-freeze.

CHAPTER 8 - (CONTINUED)

8.2.13. Gasoline tanks of apparatus, while in quarters, shall be filled to capacity. Motors of apparatus shall be shut down when conditions permit. Gasoline consumption shall be restricted to what is necessary for efficient operations.

8.2.14. Pumpers shall, upon return to quarters after using salt water, be connected to a hydrant and the pumps, hose and other equipment used, thoroughly flushed with fresh water. When salt water has been used in cooling systems, such systems shall be drained, thoroughly flushed and filled with fresh water.

8.2.15. Officers on duty shall not allow apparatus to be taken from quarters except:

- (a) Upon receipt of a signal or alarm to which company is specially called or assigned to respond.
- (b) Upon order of the Chief of Department or the Assistant Chief of Department.
- (c) For the purpose of cleaning quarters, training motor and pump operators or outdoor drill.
- (d) To perform assigned inspectional duties.

The time apparatus is taken from and returned to quarters, and the reasons shall be entered in company journal. Routine entries of response and return from alarms shall be recorded by housewatchman. Movement of apparatus on other occasions shall be recorded by the officer on duty.

CHAPTER 8 - (CONTINUED)

8.2.16. Company commanders shall, when necessary to test pumpers for drafting water or to instruct members in such operations, request permission of the Chief of Department.

8.2.17. Company commanders shall cause fire pumps and siamese connections of apparatus under their jurisdiction flooded or flushed with water once each week. Officers on duty supervising such operations shall require thorough drainage upon completion, particularly during winter weather.

8.2.18. Company commanders shall cause a thorough weekly inspection of all apparatus wheels equipped with pneumatic tires for the purpose of detecting defects. The following record of tires and tubes shall be maintained in the office record journal:

- (a) Registered number.
- ★ (b) Manufacturer.
- (c) Size of tire.
- (d) Date received.
- (e) Total mileage.

When tubes or tires are condemned, reports shall be forwarded to the Office, Chief of Department, recording above information.

8.2.19. Officers on duty shall, when conducting outdoor drills, maintain close supervision over all operations, and observe every precaution to avoid damage to apparatus or equipment.

CHAPTER 8 - (CONTINUED)

8.2.20. Members in charge of department vehicles shall permit only members of the department to ride upon such vehicles.

8.2.21. Holders and hand rails provided on apparatus for the safety of members shall be examined daily to detect weakness or need for replacement.

8.3. ACCIDENTS INVOLVING APPARATUS.

8.3.1. Officers or members in command of apparatus involved in accidents shall take prompt action to place the apparatus in service; notifying dispatcher as to its serviceability. In the event apparatus cannot be moved, information shall be given as to its location pending arrival of assistance.

8.3.2. Officers or members in command of apparatus or vehicles involved in accidents shall immediately, from the scene of accident, notify dispatcher of the following:

- (a) Unit involved.
- (b) Location.
- (c) Injuries to members or civilians.
- (d) Responding to or returning from an alarm.
- (e) While on Apparatus Field Inspection Duty.

8.3.3. Dispatchers receiving report of an accident, major or minor, from any source, shall immediately notify the Office, Chief of Department. Company commanders shall promptly forward a written report to the Chief of Department, indicating cause of accident and degree of responsibility of members involved.

CHAPTER 8 - (CONTINUED)

8.3.4. Members shall promptly report all accidents involving damage to motor vehicles in connection with operations of the department.

8.3.5. Officers in command of units involved in accidents with other vehicles, public or private property, or an individual, or in the event of an injury to a member caused by a fall or being thrown from a moving vehicle shall promptly forward reports on required form as provided in Chapter 18.

8.3.6. Officers receiving any type apparatus for use or storage shall test such apparatus and account for all assigned equipment. A report shall be forwarded relative to its condition and serviceability.

8.4. HOSE CARE AND MAINTENANCE.

8.4.1. Company commanders shall, when preparing hose reports and requisitions, be guided by "Hose Allotment Schedule." A current inventory of hose shall be maintained in office record journal, recording size, kind, registered number, manufacturer, year of issue and disposition.

8.4.2. Members shall exercise all precautions in care and use of hose in quarters, at fires, or other operations.

8.4.3. Upon return to quarters, hose used at fires shall be replaced by clean hose. When necessary, hose shall be flushed, scrubbed clean, drained and properly dried.

CHAPTER 8 - (CONTINUED)

8.4.4. Officers on duty shall supervise hose changes. Couplings shall be examined, lightly oiled, fitted with proper washers, and tightened to prevent leakage. Hose shall be neatly arranged on apparatus, avoiding use of old bends.

8.4.5. Company commanders shall require maintenance of a flexible record system, indicating size and registered numbers of hose currently carried on apparatus. Officers on duty shall, when hose is changed, promptly rectify this record and enter in company journal the size and registered number of each length changed.

8.4.6. In accordance with monthly hose change schedules issued by the Chief of Department, hose on apparatus shall be removed and replaced. If weather permits, hose removed shall be connected to a hydrant, flushed, scrubbed, drained and properly dried.

8.4.7. Engine companies shall carry not less than three lengths each of 2-1/2 inch and 1-1/2 inch hose (rolled or folded).

8.4.8. Burst, porous or defective hose shall be recorded in Company Operations. Report if defect developed at an alarm. Proper entries of defects shall be recorded in company journal. Defective hose shall be cleaned, dried, rolled, stored until disposition orders are received from the Office, Chief of Department. Reports on burst or defective hose shall be forwarded as provided in Chapter 18.

CHAPTER 8 - (CONTINUED)

8. 5. TOOLS, APPLIANCES AND EQUIPMENT.

8. 5. 1. Commanding officers shall maintain a currently accurate list of all tools and equipment carried on vehicles and apparatus under their jurisdiction. Such list shall be kept in an accessible location on apparatus for use in checking tools, appliances and equipment before leaving the scene of any operation.

8. 5. 2. Nozzles, hose couplings, siamese connections and fittings shall receive proper care and always be provided with washers. Special nozzles and fittings shall be carried in an accessible position on apparatus protected from damage.

Until conditions require removal, the 1/2 inch tip shall always be attached to controlling nozzle.

8. 5. 3. Life and ladder belts shall be inspected at least once each month. Leather portions of such belts shall, when necessary, be treated with neats-foot oil to insure pliability. Canvas webbing shall be washed with non-alkali soap, thoroughly rinsed and dried.

When doubt exists as to strength or serviceability of life and ladder belts, a report shall be forwarded to the Chief of Department.

8. 5. 4. Vent holes in filler caps of hand pump extinguishers shall be clear at all times to avoid damage and insure effective operation.

CHAPTER 8 - (CONTINUED)

8.5.5. Storage batteries shall be checked daily to assure proper level of the solution and condition of battery posts and connecting terminals. The solution shall be maintained at a level at least one-eighth of an inch above the plates. When adding water, care shall be exercised to prevent over-filling.

8.5.6. The generator installed on the apparatus shall, to insure prompt and reliable use, be operated for fifteen minutes each week. Directions relative to lubrication of such generators shall be carefully followed.

8.6. MASK INSPECTIONS

8.6.1. Each day, immediately after 8 A. M. and 4 P. M. roll calls, officers on duty shall supervise the inspection of each mask carried by units. Such inspection shall be made by firemen designated by officers to determine cleanliness and operating efficiency of all masks.

Proper entries shall be recorded in company journal by officers, indicating names of inspecting members, type and registered number of each mask, and the result of such inspections. Defects found shall be included in such entries, and recorded on Mask Maintenance Cards. Masks found defective shall be placed out of service and a report forwarded to the Office, Chief of Department, stating the defect and the need for repairs.

CHAPTER 8 - (CONTINUED)

8.6.2. Officers on duty shall, upon return to quarters after operations requiring use of masks, supervise the inspection of all masks. Proper entries in company journal shall record results of this inspection, and Mask Maintenance Record Cards altered to indicate usage and defects found.

CHAPTER 9 - UNIT ADMINISTRATION

9.1. GENERAL ADMINISTRATION.

9.1.1. All members, except the Chief of Department and Assistant Chief of Department shall perform duty in accordance with the Working Chart promulgated by the Chief of Department.

9.1.2. Company officers shall, at the expiration of each tour of duty, notify relieving officer of all information pertaining to administration of units and discipline of assigned members.

9.1.3. Members shall thoroughly familiarize themselves with Regulations and all orders governing administration of the department.

9.1.4. Orders, written or verbal, shall not be issued by any member if, directly or indirectly, such orders conflict with or change provisions of the Regulations or other department orders.

9.1.5. When a reasonable doubt exists as to interpretation of an order issued from department headquarters, officers may apply to the Office, Chief of Department, for proper interpretation.

9.1.6. Books of Regulations shall be revised to date at all times. This shall be the duty of individual members charged with the responsibility of such books.

CHAPTER 9 - (CONTINUED)

9.1.7. Commanding officers shall, during the first week of May and October, examine the Regulations issued to members under their jurisdiction to determine condition and necessary revisions.

9.1.8. Members shall promptly notify the officer on duty of any matter coming to their attention which may affect the interests or welfare of the department.

9.1.9. Members on duty leaving quarters for any purpose, except response to alarms, shall request permission of the officer on duty with their unit. They shall record in company journal the time of leaving and purpose, and upon return to quarters, record the time in company journal and notify the officer.

9.1.10. Company officers shall conduct drill and instruction periods in accordance with orders promulgated by the Chief of Department. Company commanders shall require all officers to cooperate in the coordination and continuance of drill subjects not completed during previous instruction periods. Officers shall require full cooperation and active participation by all members in order to achieve the purpose of drill and instruction periods.

9.1.11. Records shall be maintained in company journals of all training and drill sessions conducted.

CHAPTER 9 - (CONTINUED)

9.2. COMPANY JOURNAL

9.2.1. Company journals shall be an accurate and complete daily record of all matters affecting the interests of the department, or the administration of units and personnel assigned thereto. Entries in such journals shall include:

- (a) Roll call entries by the officer on duty, recording members on duty, off-tours, on leaves of absence (indicating type of leave), members absent without leave, members detailed to or from unit, and other information affecting administration of unit.
- (b) All leaves of absence occurring after roll call and nature of such leaves.
- (c) Full particulars of all injuries sustained by members or civilians involving the unit.
- (d) All alarms; time and manner of receipt; apparatus response; location of fire or emergency; and time of return to quarters.
- (e) Failure of radio or telephone systems to function properly.
- (f) Supplies of any nature received and/or delivered; kind and quantity; and by whom delivered.
- (g) Names of visitors entering quarters; the time and purpose of such visits.
- (h) Receipt and disposition of all department orders, documents, communications, etc., with description thereof.
- (i) All incoming and outgoing telephone messages, with complete details.

CHAPTER 9 - (CONTINUED)

- (j) Assignments, transfers, promotions, resignations and deaths affecting members of the company.
- (k) Hose changes, with complete details.
- (l) All movements of apparatus and department vehicles in addition to responses to alarms.
- (m) Time apparatus if placed in or out of service, with particulars of its disposition.
- (n) All other matters of actual or possible interest to the department or members.

All entries by housewatchman shall be in blue or black ink.

All entries by other members shall be in red ink. No lines shall be left blank between entries.

Inside the front cover of journal there shall be affixed an accurate and current company roster; also an accurate specimen copy of proper roll call entries.

9.2.2. Officers on duty shall require proper entries made in company journals on all matters affecting administration of units and personnel assigned thereto.

9.2.3. Officers on duty shall examine all entries made in company journals during their tours of duty. In addition, they shall, upon return to duty from an off tour or regular leave, examine all entries made during their absence and record result of such examinations.

CHAPTER 9 - (CONTINUED)

9.3. OFFICE RECORDS.

9.3.1. Except as otherwise directed, records required for the efficient administration of companies shall be recorded in an office record journal. Such information shall be indexed; complete, accurate and classified under proper headings.

9.3.2. Company commanders shall maintain an accurate record of supplies received and expended. Receipts for all supplies received shall be properly signed and forwarded to the Office, Chief of Department.

9.3.3. Company commanders shall maintain an accurate record in office record journal of uniform record cards. This shall include date of issuance of uniform and firefighting clothing to each member, listing each item.

Upon termination of member's service, all equipment shall be returned to the officer on duty and proper record shall be made in the office record journal.

9.3.4. Company fire record journals shall be used for recording particulars of all fires or alarms responded to and changes of locations, regardless of how reported or amount of damage. Entries in this journal shall duplicate fire reports forwarded.

9.3.5. All cards governing signals, assignments and responses to alarms and related instructions, shall be revised to date by promptly making all corrections promulgated in department orders.

CHAPTER 9 - (CONTINUED)

9.3.6. Commanding officers shall file and retain all official records, reports and communications originating in or received in their units.

Reports received shall be filed at point of final receipt, and copies of all reports forwarded retained at points of origination. Reports of deaths, accidents, injuries to civilians or members, and other unusual occurrences shall be retained until otherwise directed.

9.3.7. Department property on hand received, condemned and expended, shall be accounted for on property returns. Commanding officers shall, when repairs to apparatus or equipment are required or when in need of supplies, forward a report to the Office, Chief of Department.

9.3.8. When notified of burst water main, the officer on duty shall promptly cause investigation, telephone information to dispatcher, and forward a report.

9.3.9. Members of all ranks shall be constantly alert to observe violations of the World's Fair Building Code relative to fire hazards or fire protection. Prompt and effective action shall be taken to alleviate conditions that may result in fire, injuries to persons or damage to property. Members shall obtain all information relative to violations of law or regulations when enforcement is the responsibility of this department, and provide the officer on duty having jurisdiction with such information.

CHAPTER 10 - UNIT PERSONNEL PROCEDURE

10.1. PERSONNEL RECORDS

10.1.1. Commanding officers shall maintain an accurate personnel record of all assigned members, arranging the following information under columnar headings, spread over two pages of the office record journal:

- Rank or grade.
- Address, floor, apartment number.
- Date of Birth.
- Date of appointment.
- Date promoted to present rank.
- Badge number.
- Date assigned to unit.
- Residence telephone number.
- Blood type.
- Number of dependents.
- Social Security number.
- Date and reason present assignment terminated.

10.1.2. Commanding officers shall, when a member is transferred, forward to his newly assigned unit a report recording any designation of such member as qualified motor ~~and~~ pump operator.

10.1.3. Commanding officers shall maintain an emergency card record for each assigned member, recording information as required on prescribed form. Such cards shall be known as "Emergency Notification Record," and maintained in a properly marked box, easily accessible in company office. This record shall provide for immediate notification to next of kin in event of death, or injury requiring hospitalization while member is on duty. Immediate notification shall be transmitted to dispatcher by the officer on duty, or by member designated by the officer in command of a fire or emergency. Dispatcher shall immediately notify the Chief of Department, providing him with all information.

CHAPTER 10 - (CONTINUED)

Personal notification to member's next of kin shall be effected by a member designated by the Chief of Department. The dispatcher shall be advised when personal notification has been completed. Any press notices disclosing member's name shall be released only by the Chief of Department, or his representative after personal notification has been effected.

10.1.4. When a member changes his residence, the commanding officer of member's assigned unit shall forward a report.

10.1.5. Commanding officers shall forward reports recording full particulars when members are excused to attend court, or when members attend court in cases affecting the department.

10.1.6. Members shall be responsible for all department property entrusted to their care. They shall not sell, borrow, loan or give away such property, and promptly report any loss to the officer on duty.

If department property issued to members is lost, a report shall be forwarded recording all pertinent information.

10.2. MEMBERS DECEASED.

10.2.1. When notified of the death of an assigned member, the officer on duty shall immediately notify the Office, Chief of Department, of the following information:

CHAPTER 10 - (CONTINUED)

- (a) Name and rank of deceased.
- (b) Date, time, place, and cause of death.

Such notice shall be followed by written reports as provided in Chapter 18.

CHAPTER 11 - COMPANY QUARTERS

11.1. MAINTENANCE OF QUARTERS.

11.1.2. Company commanders shall have charge of company quarters and be responsible for its cleanliness. He shall exercise rigid economy in the use of supplies.

In the absence of the company commander, officers on duty shall be equally responsible for the enforcement of this regulation.

11.1.3. No changes or alterations in quarters or equipment shall be permitted without written approval of the Chief of Department.

11.1.4. Company commanders shall forward a report as provided in Chapter 18 upon taking possession of new quarters.

11.1.5. Members shall be assigned various duties for proper maintenance of quarters, apparatus and equipment. Officers on duty shall direct and supervise cleaning of quarters, apparatus, tools and equipment for the purpose of maintaining clean and orderly conditions at all times.

11.1.6. Company commanders shall, once each month, thoroughly examine apparatus entrance doors to determine condition and provide necessary lubrication.

11.1.7. When repairs are being made in or about quarters, officers on duty shall provide for necessary protection of all department property.

CHAPTER 11 - (CONTINUED)

11.2. USE OF QUARTERS.

11.2.1. Quarters shall be used only for department business. Visitors shall not be permitted to remain in quarters after 10 P. M. Social assemblages shall be prohibited at all times.

11.2.2. Bulletin boards shall be used only for official department business or important information. No material which is, or may be construed as, offensive or controversial in nature may be displayed on bulletin boards or posted in or upon department buildings.

11.2.3. Privately owned automobiles or vehicles shall not be stored in the vicinity of quarters.

11.2.4. Telephones shall be used only for transaction of department business. Exceptions may be permitted by the officer on duty in case of sickness, deaths, or emergencies.

In the event out-of-town calls are made, a record shall be kept of the number, date, duration and reason. A report containing this information shall be forwarded to the Office, Chief of Department.

11.2.5. Unnecessary or prolonged conversations on department telephones or use by persons other than members of the department shall be prohibited.

11.2.6. Officers on duty shall not permit photographs to be taken in department buildings under their jurisdiction without approval of the Chief of Department.

CHAPTER 11 - (CONTINUED)

11.2.7. Officers on duty shall exercise tact and discretion in all instances when a request is made to company quarters for aid in the event of serious injury or illness to persons in the vicinity, and immediately summon competent medical assistance through dispatcher.

The role of any member ordered to respond to such emergency shall be confined to first aid and should, under no circumstances, essay to take over the functions of a qualified member of the medical profession.

11.2.8. The sidewalk in front of quarters shall be maintained free from snow, ice and other obstructions which may hinder prompt response of apparatus.

11.2.9. Members shall not place chairs or benches in front of quarters or on apparatus floor other than chair at housewatch desk.

11.2.10. When hose is laid across sidewalk in front of quarters, the housewatchman shall be responsible for warning pedestrians against tripping.

11.2.11. Members shall, when engaged in work about quarters, observe every precaution to avoid injury to themselves or others, or damage to any property.

CHAPTER 12 - HOUSEWATCH DUTY

12.1. ASSIGNMENT OF TOURS.

12.1.1. Housewatch duty shall be performed by all members below the rank of lieutenant.

12.1.2. Tours of housewatch duty shall begin at 8 A. M. each day, and be divided into six, 4-hour periods. Each tour shall be performed by one member.

12.1.3. Company commanders shall arrange and maintain schedule of assignments to housewatch duty. Assignments shall be equalized and a copy of such schedules posted at housewatch desk.

12.2. SUPERVISION.

12.2.1. Officers on duty shall be directly responsible for proper supervision of members performing housewatch duty. They shall give close, personal attention to enforcement of regulations governing these duties. Entries in company journals shall be accurate, complete, and examined in accordance with Sections 9.2.2. and 9.2.3. of the Regulations.

12.2.2. Company officers shall require strict compliance by members with all regulations governing housewatch duty. In the discharge of these responsibilities, such officers shall cooperate in frequent supervision of members' performances of housewatch assignments.

CHAPTER 12 - (CONTINUED)

12.3. DUTIES AND RESPONSIBILITIES OF HOUSEWATCHMAN.

12.3.1. Members shall be properly uniformed five minutes before assuming housewatch duty, and commence discharge of such duty promptly at time designated.

12.3.2. Members assigned to housewatch duty shall remain at housewatch desk at all times, except when necessary to observe conditions in front of quarters. In the event a relief is required for any purpose, the officer on duty shall be notified.

12.3.3. Members performing housewatch duty shall be responsible for correct receipt and report of every alarm signal or an alarm from any source.

They shall promptly report to the officer any visible fire or indication of fire.

Upon receipt of a verbal or telephone alarm, such member shall promptly notify the officer, assist in preparation for response and respond with apparatus.

12.3.4. Members performing housewatch duty shall record, promptly and neatly, the receipt of all alarm signals on blackboard at housewatch desk. Signals so recorded shall not, unless necessary for space, be erased for at least three hours thereafter.

The blackboard shall also be used as a prominent record of all matters which may affect efficient response or operations of the unit at fires.

CHAPTER 12 - (CONTINUED)

12.3.5. Members on housewatch duty shall see that the front of quarters is maintained clear of obstructions. The officer on duty shall be promptly notified of any unusual condition which may interfere with normal response or movement of apparatus.

12.3.6. Members on housewatch duty shall be responsible for conditions in apparatus quarters and sidewalk in front thereof. Conduct of members in violation of Regulations, or unusual conditions of any nature in or about apparatus quarters shall be noted and promptly reported to the officer on duty.

12.3.7. Members on housewatch duty shall protect all department property in apparatus quarters. They shall be responsible for protection of the company journal and see that it is not defaced or tampered with.

12.3.8. Members on housewatch duty shall record in company journal all matters required by Regulations, and be responsible for accuracy of such entries. Irregularities of telephone circuit shall be promptly called to attention of the officer on duty and recorded in company journal. They shall record other information as directed by officers.

12.3.9. Members on housewatch duty shall promptly answer all telephone calls, properly identifying themselves by unit, rank and name. They shall prevent unnecessary and unauthorized use of telephones.

CHAPTER 12 - (CONTINUED)

12.3.10. Members on housewatch duty shall maintain outer doors unlocked at all times while company is in quarters. They shall exclude all persons not on official business, with the exception of visitors.

When civilian visitors enter, the housewatchman shall ascertain their names and nature of business, and promptly notify the officer on duty or member concerned.

12.3.11. Members performing housewatch duty shall not permit visitors beyond housewatch desk after 10 P. M. Female visitors unaccompanied by male escort shall not be permitted beyond the housewatch desk at any time.

12.3.12. Members performing housewatch duty shall, when quarters are entered by an officer or other official of the department, rise and tender proper salute. They shall ascertain name and rank of visitor and notify the officer on duty.

12.3.13. Members on housewatch duty shall, during night hours, promptly notify the officer on duty of snowfalls which may necessitate use of skid chains.

12.3.14. Members shall assist housewatchman in performance of his duties by reporting all official information to be recorded in company journal when entering or leaving quarters.

CHAPTER 13 - ROLL CALLS, FORMATIONS
AND RELATED DUTIES

13.1. ROLL CALLS.

13.1.1. Daily at 8 A. M., 4 P. M. and 12 o'clock Midnight officers on duty shall assemble members of their units in apparatus quarters and conduct roll call.

13.1.2. Members of incoming and outgoing platoons shall be permitted to stand roll calls wearing clean work clothes and uniform cap with cap badge. The form of assembly shall be discretionary with the company commander.

13.1.3. There shall be held in quarters at 8 A. M. on the second and fourth Mondays of each month, a roll call, inspection and drill at which proper uniform shall be worn and all badges and department property displayed. This shall include both incoming and outgoing platoons.

13.1.4. When units are operating at a fire or emergency, no relief exchanges shall be permitted without authorization of the officer in command of operations.

13.1.5. Formation at Roll Call:

The point of assembly for roll calls shall, when practicable, be in the space between front of quarters and company apparatus. The company shall face toward front of quarters when possible, in squad formation.

The officer in command designates a lieutenant to form the company.

CHAPTER 13 - (CONTINUED)

13.2. SALUTATIONS.

13.2.1. The salute shall always be tendered first by the subordinate, and smartly and promptly returned by the superior.

13.2.2. Members in uniform, before addressing a superior officer or when addressed by him, shall salute before and after the interview.

13.2.3. At fires, members, when reporting in, delivering messages or acknowledging orders, shall tender the salute.

13.2.4. The salute shall be tendered to the Chief of Department, whether in uniform or not, and to all other officers when they are in uniform.

13.2.5. Except as otherwise specified herein, the salute shall not be tendered to superiors when working at fires, or when a number of members is assembled for a specific purpose, except when addressing superiors or being addressed by them.

13.2.6. When an officer enters or leaves quarters, the housewatchman shall salute and remain at attention until the officer leaves, or until otherwise ordered.

13.2.7. Members shall, before entering the office of a superior officer, remove cap, knock upon door and await order to enter. After entering, members shall salute and remain at attention. At termination of interview, members shall salute, about face and leave.

CHAPTER 13 - (CONTINUED)

Subordinate members shall promptly rise, salute, and remain at attention when a superior officer enters any office or room.

13.2.8. Members shall salute the National Color as it passes or is passed on all occasions. Members shall show respect for the National Anthem whenever and wherever it is played.

CHAPTER 14 - MESSENGER SERVICE

14.1. MESSENGER SERVICE PROCEDURE.

14.1.1. Messenger service shall be performed only when necessary for proper transaction of department business.

14.1.2. Proper entries shall be recorded in company journals by house-watchmen on messenger service activities. Such entries shall indicate time of receipt and delivery of company papers.

14.1.3. The term "papers," when used in connection with messenger service, shall be interpreted to include all orders, reports, communications or articles which are delivered or received at department headquarters or other units.

CHAPTER 15 - DEPARTMENT

15.4. GENERAL CONDUCT AND BEHAVIOR.

15.1.1. Members shall obey all laws, regulations, orders, commands, and instructions governing members of the department. Such obedience shall be prompt, implicit and unqualified.

15.1.2. Officers shall be just, dignified and firm in effecting discipline and compliance with Regulations, and when necessary, take required disciplinary action.

15.1.3. Members shall, in matters of general conduct, be governed by rules of good behavior observed by law-abiding, self respecting citizens. They shall conduct themselves at all times in a manner which will not bring reproach or reflect discredit upon the department.

15.1.4. Members in uniform or when on duty, shall not at any time, indulge in, or be under the influence of intoxicating liquors.

15.1.5. Members in uniform shall not smoke on any street or thoroughfare, upon any vehicle, in any building, place or premises; nor in apparatus quarters whether in uniform or not.

15.1.6. Members in uniform shall not, except in performance of duty, enter any place where intoxicating liquors are sold.

CHAPTER 15 - (CONTINUED)

15.1.7. Members shall not, except while on department business or visiting places of public worship, wear uniforms or any part thereof, at any place of amusement, entertainment, or other place of public assembly.

15.1.8. Officers shall, at all times, be observant of the conduct of members in uniform. Any conduct or action in violation of Regulations shall be carefully noted for necessary disciplinary action.

15.1.9. Members shall not perform any act which may be instrumental in arousing religious or racial hatred, whether by speech, writing or dissemination of material designed to bring about ill will against any race or creed.

15.1.10. Members shall not neglect or shirk any duty or absent themselves from quarters, fires or other assignments without proper permission.

15.1.11. Members shall not make a false entry, statement, report, or record with intent to deceive.

15.1.12. Members shall not use indecent, profane or uncivil language; or be guilty of immoral or indecent conduct.

15.1.13. Members shall not congregate outside quarters at time schedule to change platoons.

15.1.14. Members shall not damage any department property, nor handle apparatus or equipment in a careless or reckless manner.

CHAPTER 15 - (CONTINUED)

15.1.15. Members shall not gamble in any department building, or confer with or enter into negotiations in or about department buildings with solicitors, money lenders, loan brokers, or representatives of loan or credit associations.

15.1.16. Members shall not solicit or accept any compensation, reward or consideration for services performed in line of duty, nor any gift or donation as a member of the department.

15.1.17. Members shall not allow their names to be used by any person or firm, except in connection with duties of an official capacity, without written approval of the Chief of Department.

15.1.18. Members shall not interfere with, or attempt to influence, the lawful business of any person, firm or corporation interested in the sale of fire appliances, or in remedying violations of law.

15.1.19. Members shall not sanction use of their names or photographs in connection with any printed article nor with an advertisement of any kind without written approval of the Chief of Department. This shall not prohibit use of photographs in connection with printed accounts of members participating in rescue and other work at fires, or in connection with the history of members appointed or promoted.

CHAPTER 15 - (CONTINUED)

15.2. DEPARTMENT ROUTINE - RESTRICTIONS.

15.2.1. Members shall consider official business of the department as confidential. They shall not impart any information which has not been published in department orders, nor permit persons not members of the department to have access to, or make a transcript of, a department record, except as follows:

- (a) Under due process of law.
- (b) As directed by, or with written approval of the Chief of Department.

This shall not prohibit discussion of department routine with visitors.

15.2.2. Members shall not discuss for publication, matters concerning the department without approval of the Chief of Department, except as otherwise provided for in Regulations.

15.2.3. Members shall not deliver any lecture or address on Fire Department activities without written approval of the Chief of Department. Requests for such approval shall be forwarded accompanied by copy or synopsis of proposed lecture or address.

15.2.4. Members shall, when answering telephones, indicate unit number, rank and name. Members calling shall identify themselves in like manner.

CHAPTER 15 - (CONTINUED)

15.2.5. Members shall not visit headquarters of their superior officers without permission of intermediate commanding officers. If permission is denied, members may forward request for interview either through official channels or by mail, stating briefly the purpose of interview.

15.2.6. Members shall not use official letterheads, envelopes or stationery, except for transaction of department business.

15.2.7. Members shall not engage in an altercation, commit assault or violate any law; or do anything for which they may be arrested.

15.2.8. When assault or other criminal offense is reported as having been committed by members, the officer on duty shall immediately notify the Chief of Department and forward a report with recommendations.

CHAPTER 16 - HYDRANT MAINTENANCE

16.1. HYDRANT INSPECTION.

16.1.1. Hydrants in proper working condition, connected to adequate water mains, are essential for efficient fire operations. Members shall observe every precaution to maintain hydrants in operative condition, unobstructed and ready for immediate use.

16.1.2. Company officers shall stress the importance of proper inspection, maintenance and operation of hydrants. Instructions shall include the following:

- (a) Damage to operating nut and spindle assembly by excessive pressure on hydrant wrenches.
- (b) Damage to threads on outlets by improper or careless connections.
- (c) Absence of outlet caps may result in damage to threads or allow stones and other objects to be dropped into hydrant barrel.
- (d) Defective gland box may cause accumulation of water in hydrant head and possible freeze.
- (e) Damaged drain rods or clogged drains may result in poor drainage and frozen hydrants.
- (f) Danger in the placement of caps on outlets before barrels have been completely drained.
- (g) Precautions and actions necessary when inspecting or using hydrants during winter season.
- (h) Importance of unobstructed hydrants; also laws governing such obstructions.

CHAPTER 16 - (CONTINUED)

16.1.3. Company officers and engine company motor and pump operators shall familiarize themselves with the following information relative to hydrants and water mains in respective company districts and response areas:

- (a) Location of all hydrants.
- (b) Sizes of water mains at location of dead-end mains.
- (c) Pressures normally maintained in mains.

16.1.4. Company commanders shall be responsible for proper inspection of hydrants in their company districts. Each hydrant shall be inspected at least once each month. Hydrants reported unserviceable shall be reinspected frequently to determine condition and availability for use.

During severe winter weather, inspections shall be carried out in accordance with directions issued by the Office of the Chief of Department.

Company officers shall cooperate in effecting such duties during their tours of duty.

16.1.5. Company commanders shall maintain company hydrant maps currently correct and check the marking of supply mains for all low pressure hydrants in their company districts.

16.1.6. Members assigned to hydrant inspection duty shall be responsible for proper performance of all duties connected therewith. Defects and repairs made to hydrants shall be reported in accordance with instructions in this chapter.

CHAPTER 16 - (CONTINUED)

16.1.7. Hydrant inspectors shall, before leaving quarters, enter in the company journal: name, time and locations where inspectional duty is to be performed. Upon return, a similar entry shall be made indicating number of hydrants inspected and locations of hydrants found unserviceable.

16.1.8. Members observing persons unlawfully opening or using a hydrant shall advise such persons that they are violating the law and that such action may render hydrant unserviceable. Should the person continue in violation, prompt notification shall be given to the World's Fair Police Department.

16.1.9. Unlawful use of hydrants during the hot weather season may result in damage to hydrants and deplete water supply for fire-fighting operations. In addition, damage to adjacent properties and vehicular accidents are frequently caused.

The Chief of Department or Assistant Chief are authorized to order Engine Companies to respond with apparatus for the purpose of shutting down hydrants unlawfully used. During such duty, officers shall be alert to summon police assistance when required. Such units shall remain in service by radio for response to alarms.

16.1.10. Members shall observe and report improper use or operation of hydrants by others. Pertinent information shall be promptly recorded in unit to which member is assigned and a report forwarded to Chief of Department.

CHAPTER 16 - (CONTINUED)

16.1.11. Officers with units operating hydrants at fires shall inspect such hydrants before leaving the scene and, if necessary, have water in barrel pumped out. Defects shall be noted and reports forwarded as provided in this Chapter.

16.2. HYDRANT INSPECTION DUTY.

16.2.1. Inspection of hydrants in each company administrative district shall be accomplished through the medium of members, or members with apparatus. This important function shall be designated and referred to as Hydrant Inspection Duty, and have the following purposes;

- (a) To establish a positive procedure for effective maintenance of hydrants in company administrative districts.
- (b) To establish a positive enforcement program relative to obstruction and use of hydrants.
- (c) To provide members with knowledge relative to hydrant locations, water pressures and sizes of water mains.

16.2.2. Company Commanders shall control and supervise such inspection duty and require full cooperation of all company officers. Inspection shall be conducted in a systematic manner on a block by block plan, using company district maps for control and record keeping.

CHAPTER 16 - (CONTINUED)

16.2.3. An officer, or an acting officer, and not less than three firemen, exclusive of motor and pump operator, shall perform inspectional duty with properly operating radio equipped pumpers. Upon leaving quarters, officers shall notify dispatcher by radio, maintain constant radio communication, and respond to alarms as directed by dispatcher.

Upon return to quarters, officer shall notify dispatcher by telephone.

16.2.4. Dispatchers may, during unusual fire conditions, direct the return of any or all units to quarters. The Office, Chief of Department, shall be immediately advised of such actions.

16.2.5. During hydrant inspection duty, members shall wear uniform cap and badge, turnout coat and clean work trousers. Regulations relating to response and operations and to maintenance of apparatus, tools and equipment shall be strictly complied with.

16.2.6. In the event a unit does not perform Hydrant Inspection Duty in accordance with schedule, the officer on duty shall promptly notify by telephone the Office, Chief of Department and the Dispatcher.

16.2.7. Replacement dates for units failing for any reason to perform Hydrant Inspection Duty, and additional dates for Units where the need of increased inspections is apparant, shall be specified by the Chief of Department, or Assistant Chief, responsible for the original schedule.

CHAPTER 16 - (CONTINUED)

16.2.8. Records of such inspectional activities shall be maintained in accordance with provisions of this chapter. The officer on duty shall be responsible for proper entries in company journal and related inspection cards.

16.3. HYDRANT DISCS.

16.3.1. Company commanders shall provide their units with an adequate supply of hydrant discs for indicating unserviceable hydrants; also for use on siamese connections of auxiliary fire protection systems.

Hydrant discs shall be of heavy gauge metal, approximately 8 inches in diameter, with a 3 inch centre opening. Discs shall be painted white, with company number and an individual disc number painted in black on one side.

16.3.2. Hydrant discs shall be placed on hydrants unserviceable due to any cause (including water mains temporarily shut off). Discs shall also be placed on siamese connections of unserviceable auxiliary fire protection systems. Placement of discs shall be in accordance with the following procedures:

- (a) Low pressure hydrants: disc placed on 2-1/2" outlet indicates hydrant is unserviceable.
- (b) Auxiliary fire protection systems: Disc placed on any siamese connection indicates the system, or that portion, is unserviceable.

CHAPTER 16 - (CONTINUED)

16.3.3. Hydrants and auxiliary fire protection systems found unserviceable at fire operations shall immediately be the cause of proper placement of discs. The officer who ordered disc placed shall forward a report to the Chief of Department, who shall cause an investigation to determine any neglect of duty.

The Office, Chief of Department, receiving reports of unserviceable hydrants or systems from sources other than the unit responsible shall cause a similar investigation to determine any neglect of duty.

16.3.4. Officers shall, when notified that discs have been placed on hydrants located in their administrative districts, cause a prompt inspection to determine condition of such hydrants.

16.3.5. Officers shall, when notified by Department of Water Supply or other water supply corporations that hydrants are unserviceable, order prompt placement of discs. Information of unserviceable hydrants in other company districts shall be transmitted promptly to affected companies.

16.3.6. Officers shall, when notified that an auxiliary fire protection system or part thereof is out of service, cause a disc to be attached to affected siamese connection.

16.3.7. Officers shall, when notified that hydrants or auxiliary fire protection systems are restored to service, cause prompt inspections and removal of discs.

CHAPTER 16 - (CONTINUED)

16.3.8. Officers and members operating at fires shall be alert to the use of discs on hydrants or siamese connections of auxiliary fire protection systems.

16.3.9. Company Commanders shall cause a daily inspection of auxiliary fire protection systems provided with discs within their administrative districts to determine serviceability and removal of discs if necessary.

16.3.10. Officers in command of fire operations, where siamese connection of an auxiliary fire protective system is provided with a disc, shall cause an immediate investigation to determine serviceability of system.

16.3.11. Company officers shall, when receiving hydrant discs from any source, examine for proper ownership. Discs belonging to other units shall be promptly forwarded via messenger duty service.

16.4. RECORDS.

16.4.1. Company commanders shall maintain an indexed card record for each hydrant in their administrative district. This record shall be referred to as the "Hydrant Inspection Card Record." Cards shall contain full particulars relative to description and location of each hydrant in accordance with requirements of the form. Complete data of each hydrant inspection shall be listed under columnar headings on cards.

CHAPTER 16 - (CONTINUED)

Hydrant inspection cards shall be filed in an arrangement similar to the filing of Fire Prevention Field Record Cards

16.4.2. When a hydrant is defective, card for such hydrant shall be filed in a segregated group in front portion of file record, and indexed "Defective Hydrants." A Copy of Defective Hydrant Report form shall be attached to hydrant card.

When hydrant is again serviceable, card for such hydrant shall be removed from defective hydrant group and filed in its proper place. Defective Hydrant Report form shall be filed in a segregated group in rear portion of file and indexed "Serviced Hydrants." Copy of Defective Hydrant - Repaired form shall be attached to Defective Hydrant Report form.

16.4.3. Inspection entries shall be in chronological order on hydrant cards. When both sides of a card are completely used, a new card shall be prepared and filed directly in front of used card. These shall serve until a third card is required, in which case the oldest card may be destroyed.

16.4.4. Hydrant inspectors shall, when leaving quarters, take hydrant card for each hydrant to be inspected. After each inspection, data on card shall be verified, and result of inspection recorded.

Upon return to quarters, hydrant inspector shall deliver all hydrant cards to the officer on duty and report results of inspections.

Hydrant inspectors shall be responsible for condition and entries on hydrant cards while performing inspection duty.

CHAPTER 16 - (CONTINUED)

16.4.5. Officers on duty shall examine entries on cards by hydrant inspectors. Corrections or additional information reported by inspector shall be recorded on cards.

When a hydrant is reported defective, the officer shall prepare Defective Hydrant Report form in triplicate, recording all information required by form. Two copies shall be forwarded to the Office, Chief of Department, and the third copy attached to hydrant card and filed in "Defective Hydrant" group.

When hydrant is reported no longer defective, the officer shall prepare Defective Hydrant - Repaired form in duplicate, recording all information required on form. One copy shall be forwarded to the Office, Chief of Department, and one copy attached to Defective Hydrant form, and filed in "Serviced Hydrant" group.

A file for recording defective and serviced hydrants shall be maintained in the Office, Chief of Department.

16.4.6. The term "Defective Hydrant" shall mean any hydrant which is frozen, in need of repairs, or not supplied with water.

The term "Serviceable Hydrant" shall mean any hydrant which can be used for fire fighting purposes.

The term "Unserviceable Hydrant" shall mean any hydrant which cannot be used for fire fighting purposes.

CHAPTER 17 - COMMUNICATIONS

SIGNALS AND RELATED PROCEDURES

<u>SIGNAL</u>	<u>MEANING</u>	<u>EXAMPLE</u>
2	Alarm of Fire.	Signal 2 - Box 61 - Location - Administration Building at the Roosevelt Avenue entrance gate.
2 - 2	Emergency - No fire.	Signal 2-2 - Box 62 - Location - Fowler Avenue entrance gate.
2 - 3	Acknowledgement signal.	
3	Special Building Box.	Signal 3 - Box 61 - Building 4.
4	In Service signal.	
5	Engine Company	
6	No additional help required. Companies responding return to quarters.	
6 - 5	Use telephone.	
7	Request N. Y. F. D. Ladder Company.	
7 - 5	Transmit Box to New York Fire Department.	
8	Public Ambulances	
9	World's Fair Ambulance.	
9 - 2	Malicious False Alarm.	
11	World's Fair Emergency Unit.	
12	New York Police Department Emergency Squad.	
13	Unable to respond - Stops to extinguish another fire while responding to an alarm.	
13-1-13	Air Raid Warning Alert Signal.	
13-2-13	Air Raid Warning Take Cover Signal.	

CHAPTER 17 - (CONTINUED)

<u>SIGNAL</u>	<u>MEANING</u>	<u>EXAMPLE</u>
13 - 65	Radio System Out-of-Service.	
13 - 4	Radio System In-Service.	
14	N. Y. F. D. Rescue Company	
15	Relocation of Engine Company.	

CHAPTER 17 - (CONTINUED)

17.1. Radio Facilities.

17.1.1. Radio facilities of the Department consist of a two-way radio telephone system; and a number of portable two-way walkie-talkie sets in the possession of Chief Officers and other strategic units.

17.1.2. The FM radio system includes one base transmitter, one control console, one fixed receiver, two-way mobile units. It comprises one radio network with control station located in the Security Building.

Call Letters

Assigned Frequency

KCL 212 of NYWF

153.92 MC

17.1.3. Networks function within prescribed operational areas, and mobile units associated with and operating within such areas receive dependable two-way radio service.

17.1.4. The walkie-talkie equipment in use in the Department consists of small battery powered transmitter and receiver units which may be hand-carried or strapped to the body. The frequency of the transmitter and receiver is 153.92 MC, and the range of dependable communication of these Units is not in excess of one mile.

CHAPTER 17 - (CONTINUED)

17.2. Procedures Governing Operation.

17.2.1. Radio shall be used for official communications by authorized persons in accordance with regulations of Federal Communications Commission and provisions of this manual. Instructions contained herein shall in no way prohibit use of telephone facilities when deemed more practical or expeditious.

17.2.2. Radio conversation shall be brief and concise, with unnecessary repetition avoided. Lengthy messages shall be transmitted by telephone. Communications shall omit personal greetings and pleasantries. Operators shall be courteous, but expressions of courtesy avoided in the interest of brevity. Indecent or profane language is prohibited.

17.2.3. Messages shall be definite, comprehensive, and distinctly spoken. Members shall transmit at moderate speed, using normal conversational tones. Numerals, including identities of units, alarm boxes, street locations, department automobiles, etc. shall be transmitted digit by digit. EXAMPLE: Engine One; Box seven six; Pedestrian Bridge over Long Island Expressway.

17.2.4. Objectives of the radio system are to insure rapid, accurate exchange of information between dispatcher and mobile units. It is of such design that only one conversation may be conducted at any one time.

CHAPTER 17 - (CONTINUED)

17.2.5. In order to achieve brevity and standard phraseology, the following code words shall be used when applicable:

<u>CODE</u>	<u>MEANING</u>
Urgent.	All radio traffic cease, I have an urgent message to transmit.
Acknowledge.	Give confirmation you have received and understood message.
Correction.	An error has been made; correct message is - - - - - .
In Service.	This unit is now in service by radio.
Message Received.	I acknowledge and understand your message.
Out.	This is the end of my message to you, and no answer is required or expected.
Over.	This is the end of my message to you, and a response is necessary. Go ahead - transmit.
Stand By.	Listen but do not transmit until directed.
Stand By to Write.	A message requiring recording in writing follows.
Test Count.	For test purposes, an 11 count will be made twice.
This is correct.	What you have just said is correct.
That is wrong.	What you have just said is incorrect. Correct message is - - - - - .
Verify.	Repeat entire message back exactly as received.
Verify.	I verify this is the message I have just received.

CHAPTER 17 - (CONTINUED)

<u>CODE</u>	<u>MEANING</u>
Wilco.	I acknowledge and understand your message, and the orders will be complied with.
Signal 9-2	Malicious false alarm.
Signal 7-5	Full first alarm required.
17.3.	Dispatchers Operating Instructions.
17.3.1.	Radio consoles and related equipment shall be operated in accordance with instructions issued to dispatchers, as outlined in this manual.
17.3.2.	In the event radio traffic becomes congested and dispatcher wishes to designate which unit shall transmit, a tone dash attention shall be sounded. Such signal shall also be used by dispatcher when unit called does not answer promptly. Upon receipt of tone dash, mobile unit operators shall be alerted and guided by dispatcher's transmission.
17.3.3.	Primary announcements will be made simultaneously with the emergency alarm transmission system. The second announcement over the radio system will be made approximately 30 seconds later.
17.3.4.	When an alarm is transmitted to which one or more units in service on the air are assigned to respond, dispatcher shall immediately notify such units. Such notification shall be promptly acknowledged.

CHAPTER 17 - (CONTINUED)

Units shall not respond unless directed by dispatcher.

Example: (Dispatcher) Attention of Engine 1 and Engine 3. Respond
to Ford Site - Block 49 - Engine 1 acknowledge.

(Mobile) Engine 1 Wilco.

(Dispatcher) Engine 3 acknowledge.

(Mobile) Engine 3 Wilco.

(Dispatcher) World's Fair Site, Ford Building - Block 49,
Dispatcher #10, Time 1:10 A.M.

Strict adherence to this method of notification to respond and acknowledgment of units out of quarters, but available for service, is necessary in order for dispatchers to know, control and record response to all alarms.

Responsibility for selection and notification of units rests with dispatcher. However, units out of quarters available for service which are assigned, but not called, shall cooperate with dispatcher by transmitting radio verification of availability.

17.3.5. Upon receipt of officer's preliminary report that one engine company is operating, and no companies standing fast, the balance of responding companies shall be considered in service. Companies reported standing fast shall not be considered in service until report of their release is received from officer in command.

CHAPTER 17 - (CONTINUED)

17.3.6. Radio messages are divided into two general classifications: urgent and routine. Message priority determined by dispatcher shall be final. Urgent messages shall have priority at all times. Types of urgent messages are as follows:

- a) Calls for additional companies, ambulance, special units.
- b) Dispatchers' orders to units away from quarters to respond to alarms.
- c) Deployment of units or important messages to units at fire or emergency operations.
- d) Unit breaks down while responding to alarm.
- e) Transmission of alarms, and broadcast of address of fire to which companies are responding.
- f) Unit stops to extinguish a fire while responding to another alarm.

17.3.7. Dispatchers shall permit unit to unit transmission upon request of authorized officials.

17.3.8. Dispatchers shall direct movements of companies and special units, as required.

17.3.9. Dispatchers shall broadcast special messages when ordered or required.

17.3.10. Dispatchers shall announce their assigned number and the time at conclusion of each radio transmission.

CHAPTER 17 - (CONTINUED)

17.4. MOBILE STATION OPERATORS - DUTIES AND RESPONSIBILITIES

17.4.1. Members shall familiarize themselves with the proper operation of mobile radio units installed on apparatus and portable radio units. Particular attention shall be given to correct use of radio switch and its relationship to ignition switch.

17.4.2. Radio units require a 15-second warm-up before transmitting.

Proper transmission shall be accomplished by holding hand-set in conventional manner and when no other communication is in progress, press button on hand-set and announce: "Name of unit (number)." Button shall be released after each transmission to receive acknowledgment.

EXAMPLE: "Engine Co. to Dispatcher;" then release button and await dispatcher acknowledgment, which will be in the form of "Dispatcher to Engine Co. 1."

When acknowledgment is received, press button at once and transmit message. When message is completed, button shall be released for receipt of reply. Call will be considered terminated when dispatcher acknowledges receipt of message and concludes with "Dispatcher Number- - -; Time- - -."

17.4.3. In the event first call is not acknowledged within ten seconds, press button and repeat call. Not more than three calls shall be made. In the event third call is not acknowledged, radio shall be presumed inoperative and message transmitted from another mobile unit or by telephone.

CHAPTER 17 - (CONTINUED)

17.4.4. Constant radio contact with dispatcher shall be maintained by mobile unit operators while responding to, operating at, and returning from alarms; also at all other times while in service on air away from quarters. Facilities for recording information shall be kept available.

Careful attention, while responding to alarms, shall be directed to transmissions and orders relative to such alarms.

17.4.5. Mobile transmitters shall not be operated within 150 feet of vehicles transporting explosives, explosive magazines, or areas where blasting operations are in progress. Marine mobile transmitters shall not be operated within 150 feet of such areas.

Officers of all units shall familiarize themselves with locations where explosives are being transported, stored, or used within respective administrative districts and response areas.

17.5. CHIEF OFFICERS - Duties and Responsibilities.

17.5.1. The chief, immediately upon his arrival at a fire or emergency operation, shall so advise the dispatcher by radio.

17.5.2. Chief officers shall, when necessary, issue orders and instructions by radio to units responding to or operating at an incident, as to deployment or required action.

CHAPTER 17 - (CONTINUED)

17.5.3. Chief officers in command of an operation shall establish field headquarters when required.

17.6. OFFICERS - Duties and Responsibilities.

17.6.1. Officers shall maintain constant radio contact with dispatcher while responding to, operating at, and returning from alarms; also at all other times while in service on the air away from quarters.

17.6.2. Officers shall transmit by radio necessary calls for assistance, including additional companies or special units, ambulances, utility companies or other services.

17.6.3. Officers shall notify dispatcher by radio when services of companies responding will not be required. Similar notification shall be conveyed when services of special units assigned are not required.

17.6.4. Officers shall notify dispatcher by radio when in service and available for duty.

EXAMPLE:

(M) Engine 1 to Dispatcher

(D) Dispatcher to Engine Co. 1

(M) Engine Co. 1 in service on the air.

(D) Engine Co. 1 in service, message received.
Dispatcher Number ---; Time ---.

CHAPTER 17 - (CONTINUED)

17.6.5. Officers shall, upon returning from alarms to inspectional duties or similar activities, notify dispatcher by radio of such action and availability for service.

Upon return to quarters after completion of inspectional or similar activities, dispatcher shall be notified by telephone.

17.6.6. Officers shall notify dispatcher by radio of location and known particulars of incident to which responding on verbal alarm.

17.6.7. Officers shall maintain constant radio contact with dispatcher.

17.6.8. Officers in command of units shall notify dispatcher by radio in the event apparatus becomes inoperative while responding to or returning from an alarm.

17.6.9. Officers in command of units shall notify dispatcher by radio of fire or emergency at which unit stops while enroute to an alarm for another location, or when returning to quarters.

17.6.10. When an engine company has arrived in response to a street or special building box alarm prior to arrival of chief officer, at a fire involving a motor vehicle on street or highway, grass, brush, rubbish, or any outside fire which, in his judgment can be controlled and extinguished by one engine company, shall transmit by radio signal "6" followed by box number. Preliminary report shall include location and brief description of incident.

CHAPTER 17 - (CONTINUED)

17.6.11. Officers in command of units shall, upon verification that alarm received was false, transmit by radio signal 9-2 followed by box number.

Officers in command of units responding to alarms shall, upon receipt of "6" or "9-2" signal followed by box number, consider themselves in service and available, and shall return to quarters or other assigned duties.

17.6.12 Officers in command at fires or emergency operations shall transmit all requests for assistance via radio.

17.6.13. When an engine company only is special called to an automobile, grass, rubbish or similar outside fire, no preliminary report shall be required unless help is requested or judgment indicates operations will exceed 45 minutes. Units completing such operations shall report in service by radio when available for duty.

17.6.14. Officers in command of units assigned to perform Apparatus Field Inspection Duty shall constantly monitor radio for receipt of communications affecting their units. While away from quarters, units shall respond to alarms received by radio only upon direction of dispatcher.

17.6.15. Officers in command of units shall, when assigned to outside activities other than field inspection, when proceeding to outdoor drills or on all occasions requiring movement of in service apparatus from quarters, except response to alarms, contact dispatcher by radio upon leaving quarters, stating nature and location of such activity.

CHAPTER 17 - (CONTINUED)

During such absence from quarters, radio shall be constantly monitored.

Upon return to quarters after completion of such outdoor duties, dispatcher shall be notified by telephone.

17.7. RADIO LIAISON; PRELIMINARY AND PROGRESS REPORTS:

17.7.1. Officers in command shall report arrival at alarms by radio.

17.7.2. It shall be the responsibility of officers to establish and maintain radio contact with dispatcher at all incidents at which he is in command. Such contact, by direction of the officer, shall be delegated to motor and pump operator of first due or only operating engine company at scene, unless other means are chosen.

Officer shall provide designated member with Walkie-Talkie unit so that liaison between officer and dispatcher via radio, may be constantly maintained.

17.7.3. Preliminary reports shall be transmitted promptly by officers in command and contain all required information. Dispatchers shall, in the event officer fails to transmit preliminary report within 10 minutes after announcing arrival, contact such officer and obtain report.

Use of radio for preliminary reports is not mandatory. In the event officer is operating on upper floor of a building, report may be telephoned to dispatcher, who shall broadcast it over the radio system.

CHAPTER 17 - (CONTINUED)

Preliminary reports of unusual incidents or occurrences shall consist of a summary of conditions existing at the time report is transmitted.

Preliminary report of vehicle fires shall not include license number or ownership.

Upon return to quarters, full particulars including damage, shall be stated in final report to dispatcher by telephone.

17.7.4. Preliminary reports indicating all engine companies operating or occurrence of an unusual nature, shall be followed with progress reports.

Progress reports shall be transmitted by officer in command periodically until arrival of a chief officer or until incident reported is under control.

Progress reports shall consist of a summary of conditions existing at time of transmittal, and reports for the same incident shall be numbered consecutively. Progress reports shall be recorded by dispatcher on Form D-4.

17.7.5. Field headquarters shall be established by officer in command when all first alarm engine companies are operating and at incidents of an unusual nature.

Vehicle of chief in command shall be used as field headquarters until incident reported under control. The chief shall designate qualified firemen to man the vehicle, equipped with Walkie-Talkie set, and serve as communications contact.

CHAPTER 17 - (CONTINUED)

For the purpose of ready identification, vehicle serving as field headquarters shall display Mars or dome light; and all other units so equipped or displaying any type of flashing blue light shall switch off such lights.

17.7.6. Neither dispatchers nor members shall announce or request the name or unit number of an injured or fatally injured member over any radio network.

17.7.7. Members transmitting preliminary reports shall be guided by the following instructions:

- (a) Structure shall be identified according to construction using terms "fireproof" (FP); "non-fireproof" (NFP); and frame.
- (b) Structure shall be further identified in a general sense according to use, by means of terms "public;" "commercial." Further specific identification of structure according to use shall be terms "hospital," "exhibit buildings," "places of public assembly," etc.

17.7.8. Walkie-Talkie equipment shall be used by officer in command to its utmost utility in coordinating activities at fires or emergency operations.

Officers in charge of various phases of operations shall also utilize such equipment to inform the officer in command of conditions necessitating additional assistance or re-deployment of forces.

Operation, care and use of Walkie-Talkie equipment shall be in accordance with provisions outlined in related Training Bulletins.

CHAPTER 17 - (CONTINUED)

17.7.9. Chief and company officers, in cooperation with dispatchers, shall conduct routine tests of radio equipment daily, and at other times when required to determine radio efficiency. Defects shall be promptly reported to dispatcher by telephone.

17.7.10. Operators of radio equipped vehicles used for transportation of department officials shall, for the purpose of maintaining constant contact, notify control dispatcher of associated network when on or off the air.

17.8. REPORTS OF RADIO EQUIPMENT DEFECTS AND MAINTENANCE OF RADIO FACILITIES.

17.8.1. Chief Officers, Company Officers and operators of radio equipped units shall promptly report any failures or defects of radio equipment to the Dispatcher. Unless reported, it will be assumed that mobile radio units and walkie-talkie sets are operating satisfactorily.

17.8.2. When reporting defects of a radio receiver, use the following:

1. Receiver inoperative.
2. Receiver noisy and unreadable.
3. Receiver noisy but readable.

17.8.3. Defective operation of a transmitter on a mobile station unit will be detected by the dispatcher. The failure of a mobile transmitter will be noted by the mobile station operator if the receiver is operating but no response is received to a contact call.

CHAPTER 17 - (CONTINUED)

17.8.4. The Dispatcher shall promptly report any defects to the Radio Supervisor reported or observed. Console or Base station transmitter troubles shall be reported to the office of the Radio Supervisor at all hours of the day or night.

CHAPTER 18 - (CONTINUED)

	_____ Unit.	
		_____ Date
TO:	_____ Name	_____ (Title or Rank)
FROM:	_____ Name	_____ (Title or Rank) /
SUBJECT:	_____	

The subject matter in the body of the report shall be so written so as to leave a margin of at least one inch on each side of the sheet. When more than one sheet is used, additional sheets shall be numbered consecutively at top centre.

In describing subject in the heading, a concise statement shall be used, such as "Injury to Member," "Accident to Apparatus," etc., Reports shall be concluded with the term "Respectfully submitted," followed by member's signature, rank, Unit and group number.

18.2.2. When the name of any person is recorded in a report, the full name of such person shall be indicated; also when the name of a corporation, firm or company is recorded, the full name of owner or the name and title of an officer of the corporation shall be indicated.

18.2.3. Reports of a confidential or personal nature shall be placed in envelopes, sealed and marked accordingly.

CHAPTER 18 - (CONTINUED)

18. 3. WHEN NECESSARY:

18. 3. 1. #1 - Operations at Fires and Emergencies.

WFFD-#1 - Structural
WFFD-#2 - Non-Structural
WFFD-#3 - Emergencies
WFFD-#4 - Transportation
WFFD-#5 - False Alarms
WFFD-#6 - Company Operations

Reports shall be forwarded within 56 hours by the Officer 1st due at a fire or emergency. Reports shall also be forwarded by the 2nd due Unit, if they perform duty at a fire or emergency.

Fill in all information required by the form, and in addition under "General Remarks" include;

- (a) Brief description of conditions found upon arrival; i. e. area involved, extent of smoke and fire, material burning, orders issued, and manner of extinguishment.
- (b) If fire was in a building or premises where auxiliary fire appliances are installed, state whether appliances were used, and serviceability. If control valves of an automatic sprinkler system were closed, state location of valve, approximate time closed, and name of member performing this duty.
- (c) Particulars of accidents to apparatus or equipment.
- (d) Particulars of injuries or deaths to members or other persons.
- (e) Department property damaged or lost.

CHAPTER 18 - (CONTINUED)

- (f) Articles of value or other property turned over to Police Department, the owner, or his representative.
 - (g) Name and shield number of member of the World's Fair Police Department, or name of other responsible person, left in charge of premises.
 - (h) If relieved at a fire, name of relieving officer and members.
 - (i) The names of all members who performed duty shall be included.
 - (j) All other incidents which may be required for future reference.
-
- 18.3.2. #2 - Death of member. (Letterheads - 2 copies)
To contain the following; Name, rank, unit, home address, next of kin, date & time of death, cause of death, name and address of funeral home, date time & place of funeral, place of burial.
 - 18.3.3. #3 - Injuries to Members or Civilians. (Letterhead)
To contain the following; Box number, date & time received, addresses of premises, name and address of person injured, age, apparent extent of injury, how incurred, first aid and medical treatment rendered, name of attending physician; if removed to hospital, state name of same.
 - 18.3.4. #4 - Members Change of Residence. (Letterhead)
To contain the following; Name, rank, unit, group, old address, new address, new phone number.
 - 18.3.5. #5 - Report of Burst Hose. (Letterhead)
To contain the following; Size, kind, registered number, manufacturer and year of issue, pressure at which it burst, whether or not it was attributable to any previous damage.

CHAPTER 18 - (CONTINUED)

- 18.3.6. #8 - Accidents involving Apparatus. (Letterheads - 3 copies) - Note: To be forwarded immediately after an accident in which a Department vehicle is involved with another vehicle, public or private property, an individual or other pedestrians. To contain the following:
- (a) A copy of report shall be filled out by a member at the scene to be used as a reference. Diagram shall be as accurate as possible in showing street measurements and proportional sizes of vehicles involved. North & South compass directions shall appear on diagrams.
 - (b) Name of Department motor & pump operator, Unit and Group No.
 - (c) Officer in Command of apparatus, Unit and Group No.
 - (d) Make and type of Fire Vehicle, Registration No.
 - (e) Location of accident.
 - (f) Time and date of accident.
 - (g) Describe in detail damage to Department vehicle, and state manner in which it left scene of accident.
 - (h) State condition of light, weather, grade of roadway, visibility.
- 18.3.7. #7 - Report - Defective Fire Hydrant - Form WFFD #11 in triplicate - forward in duplicate.
- 18.3.8. #8 - Report - Defective Fire Hydrant Repaired - Form WFFD #12 - in duplicate - forward single copy.
- 18.3.9. #9 - Company Fire Hydrant Report - (Monthly) dated the 1st of each month - Form WFFD #13 - Forward single copy.