

# APPENDICES

- A. Gloucester County Fire Radio Procedures
- B. Driver Training Checklists
  - i pumper
  - ii power wagon
  - iii utility truck
- C. N.F.P.A. Apparatus Driver Qualification Tests
- D. Request for Enrollment in Fire School
- E. S.C.B.A. Qualification Checklist
- F. Equipment Record Sheet
- G. Notice of Disciplinary Action

## GLOUCESTER COUNTY FIRE RADIO PROCEDURES

### USE OF COMMUNICATION EQUIPMENT

1. Allow a few seconds before transmitting. Use this time to:
  - a. determine if the channel is busy.
  - b. organize your thoughts so as to use the least amount of air time possible.
2. Insure that the transmit switch is depressed firmly before speaking and held firmly until the transmission is complete.
3. Do not transmit while vehicle siren is being operated unless it is absolutely necessary.
4. Be sure that the volume and squelch controls are properly set.
5. Be sure that when you are not transmitting that the microphone is in its proper mounting bracket and not laying on the seat so that nothing can be against the transmit button and hold it in the transmit position.
6. Do not transmit under the following circumstances:
  - a. when your transmission will interfere with communications in progress.
  - b. after being asked to "stand-by" by a base station. The base may be engaged with communications with units of small power, and you may not be able to hear the smaller unit.
7. The use of slang or local expression must be avoided as they may not be understood by others.
8. Federal law prohibits the use of profane or indecent language and provides severe penalties for the offender.
9. Speak distinctly. Pronounce words carefully. Give proper form to each word. Do not shout: this only distorts your transmission, and the person you are talking to cannot understand what you are saying. Keep a natural voice level. Speak clearly, calmly, and distinctly. Speak with your mouth about one half inch away from the microphone.

10. The use of "thanks" , "please", and other expressions of courtesy are unnecessary and shall not be used. Personal greetings or pleasantries will not be exchanged.
11. First names and nicknames of persons shall not be used. If it is necessary to refer to persons who do not have a radio number, such as officers do, use the term "Firefighter", such as "Firefighter George Smith" not "Butch Smith."
12. Questions concerning procedures of a possible error should be handled over the telephone. Do not have a discussion about it on the radio. If the question is not cleared up, contact your radio committee representative, and he will resolve the problem. Dispatchers are to be instructed likewise, and will not argue any point.
13. Gloucester County Radio is handling several radio frequencies. Allow 8-10 seconds between calls to county.
14. County radio will not always be able to answer on the F-1 frequency because of alarms and dispatching or interference from out of county stations. Call in on F-2, and ask for call on F-1 for routine business.
15. When going out on routine business, call on the red phone and inform county that you are going out and which frequency you will be monitoring. Normally, on routine business you should monitor F-1 so that you can receive and alarm then switch to F-2 and inform county that you are responding.
16. Three alert tones will indicate that an urgent message or dispatch will follow. All radio traffic should cease until county completes the message.
17. It is urgent that the first vehicle on location remain at the scene and maintain radio contact with county radio until it is relieved by another vehicle.
18. Paging of local officers will be done only for urgent department business by using the regular tones for their station or station's officers.

## CALLING PROCEDURES

1. Base stations shall use F.C.C. call sign when going on the air, when going off the air, and otherwise as required by the F.C.C.. (usually every 30 minutes while that station is on the air)
2. Town base stations shall use district numbers at all times.
3. Fire and ambulance stations shall use station number at all times.
4. Mobile units shall use their complete number. Do not abbreviate.
5. Signal or code numbers shall not be used except for local purposes.
6. Operator or dispatcher number may be used.
7. The correct calling procedure should be: "station or truck being called from station or truck calling."
8. The first unit responding to an alarm should sign on with county radio giving the unit number and the word "responding", then repeating the location responding to. All other units sign on by giving the unit number and the word "responding."
9. The officer on a truck may place the truck in "available" status on the fireground or when returning to the station. If more than one unit, or the whole station, is available at the same time county radio can be notified with a single transmission.
10. Trucks should be reported back "in station" by using the phone to G-1.
11. The first arriving unit on location should give a brief description of the conditions. This will be relayed by G-1 to units following, and alerts county radio for possible assistance if needed.

STANDARD PROCEDURE WORDS

<u>WORD</u>	<u>DESCRIPTION</u>
ACKNOWLEDGE	Did you understand the message?
AVAILABLE	Can take another assignment.
AVAILABLE ON LOCATION	Can take another assignment but are not yet returning to station.
CODE BLUE	Possible D.O.A. <u>No names are to be transmitted over the radio.</u>
MONITOR	Listen.
OFF RADIO	Cannot be contacted by radio.
ON LOCATION	Have arrived at the address to which dispatched.
OUT OF SERVICE	Not available for service.
RECALL	The unit or station indicated should return to station. (This order should come from the incident commander.)
REDUCE SPEED	Use normal vehicle speed. Observe all traffic laws.
RESPONDING	On the air and responding to the assignment.
STAND BY	Wait: monitor frequency for reply or clearance.
10-4 or O.K.	I understand, or I will comply.
UNDER CONTROL	The fire or emergency has been contained, and additional men and equipment are not needed. (Given by incident commander)
URGENT	You have an emergency message

## FIREGROUND RADIO

1. The radio number of the officer in charge will be used for communications with county radio until a command post is set up, at which time the number of the command unit will be used for communications between the fireground and county radio.
2. These procedures are not intended to restrict the officer in charge from transmitting to units on the fireground or units responding.
3. Mobile units on the fireground should use radios for essential messages only.
4. The officer in charge should transmit "fire under control" to county radio as soon as he makes that determination and estimate the time remaining until the station will be available.

# OPERATOR TRAINING REPORT — PUMPER

Trainee \_\_\_\_\_

N.J. Driver License # \_\_\_\_\_

Instructor \_\_\_\_\_

Satisfactory — Date/Init.  
Engine Engine

## GENERAL DRIVING

- Has read all available literature on the apparatus . . . . . \_\_\_\_\_
- Understands all cab control functions . . . . . \_\_\_\_\_
- Knows cab gauges and functions . . . . . \_\_\_\_\_
- Obeys traffic laws under normal conditions . . . . . \_\_\_\_\_
- Knows traffic laws under emergency conditions . . . . . \_\_\_\_\_
- Starts smoothly . . . . . \_\_\_\_\_
- Has clutch/shifting coordination - upshifting . . . . . \_\_\_\_\_
- Has clutch/shifting coordination - downshifting . . . . . \_\_\_\_\_
- Maintains adequate engine RPM . . . . . \_\_\_\_\_
- Uses safe speeds . . . . . \_\_\_\_\_
- Allows adequate braking time . . . . . \_\_\_\_\_
- Follows at safe distances . . . . . \_\_\_\_\_
- Negotiates corners satisfactorily . . . . . \_\_\_\_\_
- Allows adequate side clearances . . . . . \_\_\_\_\_
- Lane safety (clearances & lane changes) . . . . . \_\_\_\_\_
- Has backing skill (uses mirrors) . . . . . \_\_\_\_\_
- Has parking ability . . . . . \_\_\_\_\_
- Knows truck response order . . . . . \_\_\_\_\_
- Is familiar with primary response area . . . . . \_\_\_\_\_
- Has driven on at least 3 drills . . . . . \_\_\_\_\_

## PUMPER OPERATION

- Understands all pump panel controls & gauges . . . . . \_\_\_\_\_
- Understands operation of pump (series, parallel, etc.) . . . . . \_\_\_\_\_
- Knows booster tank operations . . . . . \_\_\_\_\_
- Knows hydrant operations . . . . . \_\_\_\_\_
- Understands drafting techniques . . . . . \_\_\_\_\_
- Understands in-line pumping . . . . . \_\_\_\_\_
- Understands pressure relief/governor system . . . . . \_\_\_\_\_
- Knows proper pumping pressures . . . . . \_\_\_\_\_
- Can calculate friction loss . . . . . \_\_\_\_\_
- Is familiar with all equipment on pumper and their operations . . . . . \_\_\_\_\_

## TELESQURT OPERATION

- Understands all telesqurt controls and functions . . . . . \_\_\_\_\_
- Knows outrigger operation and function . . . . . \_\_\_\_\_
- Judges distances & clearances well . . . . . \_\_\_\_\_
- Performs telescoping operations smoothly . . . . . \_\_\_\_\_
- Operates turntable smoothly . . . . . \_\_\_\_\_
- Raises & lowers boom smoothly . . . . . \_\_\_\_\_
- Knows water tower operation . . . . . \_\_\_\_\_

## CERTIFICATION

Certified on Engine # \_\_\_\_\_ by \_\_\_\_\_ on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Certified on Engine # \_\_\_\_\_ by \_\_\_\_\_ on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

OPERATOR TRAINING REPORT - POWER WAGON

Trainee \_\_\_\_\_  
J. Driver License # \_\_\_\_\_  
Instructor \_\_\_\_\_

ON ROAD OPERATION

Inst. Init.

Date

Understands all cab control functions..... \_\_\_\_\_  
Knows traffic laws..... \_\_\_\_\_  
Starts smoothly..... \_\_\_\_\_  
Has clutch/shifting coordination - upshifting..... \_\_\_\_\_  
Has clutch/shifting coordination - downshifting..... \_\_\_\_\_  
Maintains adequate engine R.P.M..... \_\_\_\_\_  
Uses safe speeds..... \_\_\_\_\_  
Negotiates corners satisfactorily..... \_\_\_\_\_  
Is familiar with primary response area..... \_\_\_\_\_

OFF ROAD OPERATION

Knows pump operations..... \_\_\_\_\_  
Knows all equipment on truck..... \_\_\_\_\_  
Understands 4 wheel drive operations..... \_\_\_\_\_  
Starts smoothly..... \_\_\_\_\_  
Maintains adequate engine R.P.M..... \_\_\_\_\_  
Maneuvers well..... \_\_\_\_\_

CERTIFICATION

Certified on power wagon # \_\_\_\_\_ by \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_



OPERATOR TRAINING REPORT  
UTILITY-

Trainee \_\_\_\_\_

N.J. Driver License # \_\_\_\_\_

Instuctor \_\_\_\_\_

ON ROAD OPERATION

	<u>Inst. Init</u>	<u>Date</u>
Understands all cab control functions.....	_____	_____
Knows traffic laws under normal conditions.....	_____	_____
Knows traffic laws under emergency conditions.....	_____	_____
Starts smoothly.....	_____	_____
Uses safe speeds.....	_____	_____
Allows adequate braking time.....	_____	_____
Follows at safe distances.....	_____	_____
Negotiates corners satisfactorily.....	_____	_____
allows adequate side clearances.....	_____	_____
Lane safety(clearances & changes).....	_____	_____
Has backing skill(uses mirrors).....	_____	_____
Has parking ability.....	_____	_____
Knows where to position truck on fire ground.....	_____	_____
Knows how to operate all equipment on truck.....	_____	_____
Knows position of all equipment on truck.....	_____	_____
Is familiar with primary repsonse area.....	_____	_____

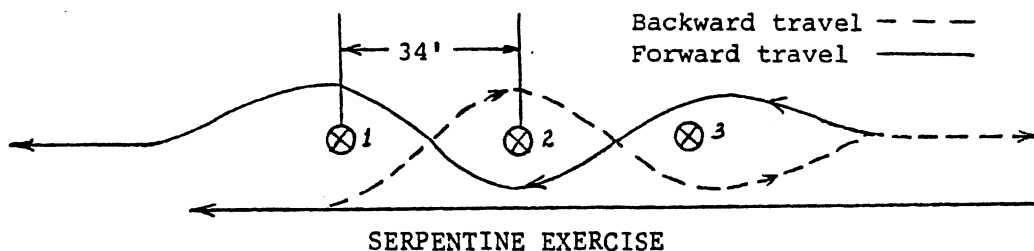
CERTIFICATION

Certified on utility-1027 by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPARATUS MANEUVERABILITY TESTS

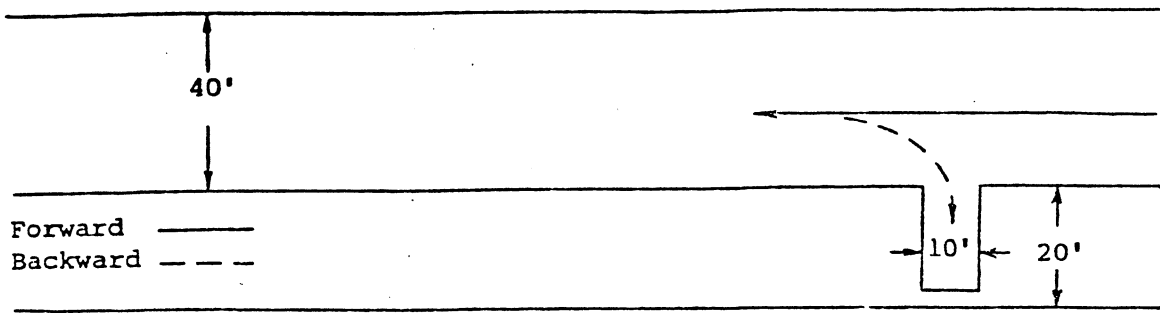
All driver candidates must be capable of performing the following vehicle maneuvering exercises in order to be certified as a qualified operator of each piece of apparatus.

1. **Serpentine:** The serpentine exercise measures a driver's ability to steer the apparatus in close limits without stopping. The exercise should be conducted with the apparatus moving first backward then forward. The course or path of travel for this exercise can be established by placing three barrels in a line spaced 34 feet apart. Adequate space must be provided on each side of the barrels for the apparatus to move freely. A driver is required to drive the apparatus along the left side of the barrels in a straight line and stop just beyond the last barrel. The driver then must back the apparatus between the barrels by passing to the left of No. 1, to the right of No. 2, and to the left of No. 3. At this point the driver must stop the vehicle and then drive it forward between the barrels by passing to the right of No. 3, to the left of No. 2, and to the right of No. 1.



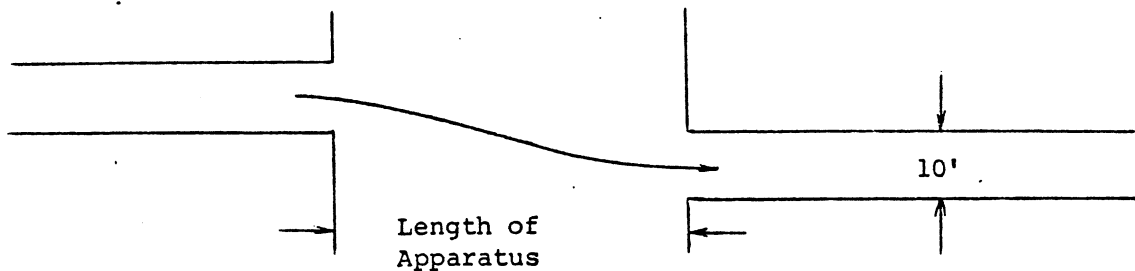
2. **Alley Dock:** The alley dock exercise measures a driver's ability to drive past a simulated dock or stall and then back the apparatus into the space provided and stop smoothly. A dock or stall can be simulated by arranging barricades 40 feet from a boundary line. These barricades should be 10 feet apart, and the length should be approximately 20 feet. The requirement should cause the driver to pass the barricades with the dock on the left and then back the apparatus by a left turn into the stall.

## APPARATUS MANEUVERABILITY TESTS



ALLEY DOCK EXERCISE

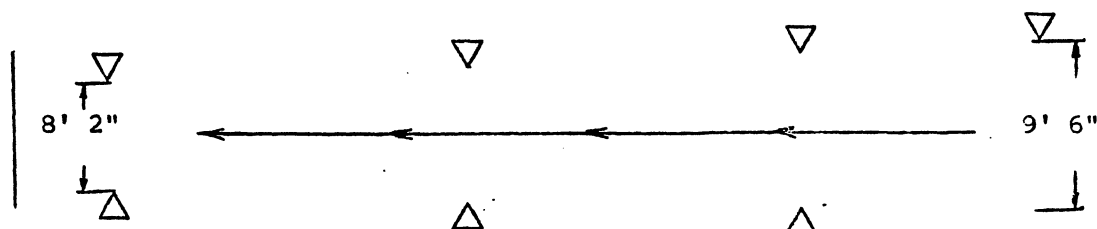
3. **Opposite Alley:** The opposite alley exercise measures a driver's ability to steer the apparatus within close limits. This exercise is performed without stopping until a straight line of travel is resumed. Simulated barricades or stanchions may be arranged to provide two alleys 10 feet wide which are separated by a distance equal to the overall length of the apparatus. The 10 foot alley from which the driver must exit is arranged 10 feet out of line to the opposite 10 foot alley into which the driver must maneuver the apparatus. No set speed would be established for this exercise, but the driver shall not stop or back the apparatus



OPPOSITE ALLEY EXERCISE

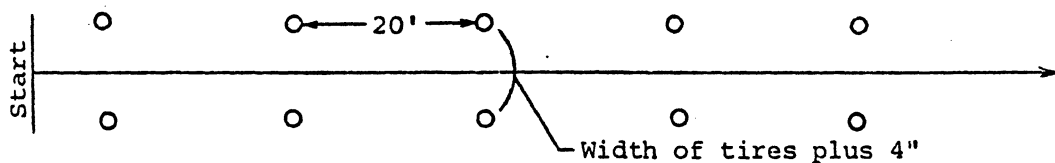
4. **Diminishing Clearance:** This driving exercise measures a driver's ability to steer the apparatus in a straight line, to judge distances from wheel to object, and to stop at a finish line. The speed at which a driver is required to operate the apparatus is optional, but it should be adequate to necessitate quick judgement. The course for this exercise is arranged by two rows of stanchions which forms a lane 75 feet long. The lane varies in width from 9 feet 6 inches to a diminishing clearance of 8 feet 2 inches. A driver must maneuver the apparatus through this lane without touching stanchions. Fifty feet beyond the last stanchion the driver must stop with the front bumper on the finish line.

## APPARATUS MANEUVERABILITY TESTS



### DIMINISHING CLEARANCE EXERCISE

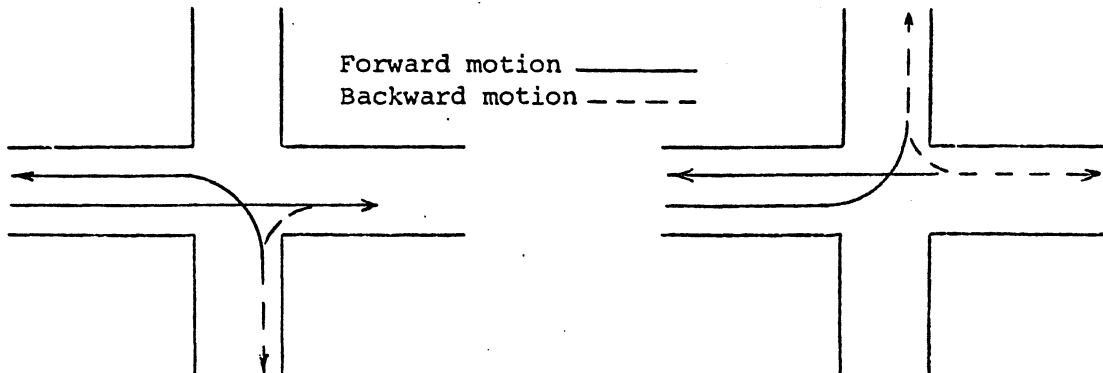
5. **Straight Line:** The straight line exercise further measures a driver's ability to travel continuously in one direction without weaving. The driver must steer the apparatus between two rows of rubber balls or stanchions that are spaced every 20 feet. The distance between the balls shall be 4 inches wider than the width of the rear of the apparatus. The direction of run shall be slanted slightly so that the driver must judge the distances and direction by the rubber balls or stanchions as a guide. A minimum distance of 100 feet should be used for this exercise, and the driver must accelerate through the gears without stopping.



### STRAIGHT LINE EXERCISE

6. **Turning Around:** Fire apparatus, particularly fire department pumps, often need to turn around to complete an operation. Turning around exercises further develop a driver's ability to properly spot the apparatus for operation procedures. Although turning fire apparatus around may not be difficult in adequate space, it becomes more complicated in streets or intersections. Turning around in streets should be used whenever possible. Turning around is frequently necessary when laying fire hose, and care must be taken to not back over the hose. If streets are adequately wide and if traffic permits, the U-turn may be used. The following illustrated methods of turning around are suggested for an intersection turn-around.

APPARATUS MANEUVERING TESTS



TURNING AROUND EXERCISE

FIRE COMPANY.

Request For Enrollment In Fire School

I hereby request to be enrolled in the fire training course entitled \_\_\_\_\_  
\_\_\_\_\_ conducted by \_\_\_\_\_

on the dates of \_\_\_\_\_ through \_\_\_\_\_. I understand that it will be my  
responsibility to report for the course of instruction at the starting times posted for the  
course and to satisfy all requirements necessary for completion. Should I fail to do so I  
will reimburse the fire company for all expenses incurred and will be subject to all  
policies, rules, and/or regulations currently in effect in this fire company.

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Training Officer (if approved)

\_\_\_\_\_  
Date

**BREATHING APPARATUS  
ANNUAL USER CERTIFICATION**

I hereby certify that \_\_\_\_\_ is qualified to operate all types of self-contained breathing apparatus currently in use by this fire department. He has successfully completed the practical examination below, has passed the written test with a grade of 70% or higher, and has satisfactorily demonstrated the use of S.C.B.A. under simulated fire conditions on the date given.

Signature of testing official \_\_\_\_\_  
 Rank of testing official \_\_\_\_\_  
 Fire Company \_\_\_\_\_ Date \_\_\_\_\_  
 Grade on written test \_\_\_\_\_  
 Date of use under simulated fire conditions \_\_\_\_\_

**PRACTICAL EXAMINATION**

The examiner shall initial each section in the space provided when that section has been satisfactorily completed.

Part I: The firefighter shall identify and explain function/purpose of the following components of the given S.C.B.A..

<u>Scott Presur-Pak IIA</u>	Initials
cylinder valve assembly:	_____
regulator:	_____
	_____
	_____
facepiece:	_____
	_____
	_____

<u>Scott Presur-Pak 2.2</u>	
cylinder valve assembly:	_____
pressure reducer	_____
mask-mounted regulator	_____
purge valve	_____
pressure gauge	_____

Part II: The firefighter shall perform the tasks below. Failure to satisfactorily perform any of these tasks constitutes failure of the certification examination.

	Presure-Pak IIA	Presure-Pak 2.
Don the S.C.B.A. and make fully operational in 40 seconds or less	_____	_____
Change the air cylinder	_____	_____
Clean, inspect, and return S.C.B.A. to "ready" condition	_____	_____