

## Fire and Emergency Services Company Officer

### Lesson 9 — Administrative Functions

## Assignment Sheet 9-2

# Given a Scenario, Recommend Changes to an Existing Policy or Implement a New Department Policy

Name \_\_\_\_\_ Date \_\_\_\_\_

### References

*Fire and Emergency Services Company Officer*, 4<sup>th</sup> Edition, p. 200 – 203  
NFPA 1021, 4.4.1

### Introduction

The fire department is a constantly changing organization. Methods, procedures, practices and policies that were developed in the past often become outdated, requiring them to be revised. Many times, the first individual that becomes aware of a policy or procedural shortcoming is the company officer. More often than not, the company officer who discovers these problems is also the individual who has an idea about what changes or modifications are needed to improve it.

### Directions

Review the following scenario regarding a current policy used by the fire department and make revisions to it to meet the recognized current needs of the department.

### Activity

The fire department S.O.P. 305.02, Self-Contained Breathing Apparatus Change-of-Shift Operational Checks, regarding the daily inspection of SCBA respirators, was written prior to the issuing of individual facepieces to members of the department. Several firefighters have experienced minor failures of the facepiece during fire suppression activities. Investigation has revealed that most of the problems occur with the exhalation valve. Further study also indicates that individuals keep their own facepieces in a storage bag located with their personal protective clothing while off duty. Because of this, the change-of-shift operational check of the facepiece is not always conducted along with the other portions of the SCBA ensemble. The current policy requires only that the pressure of the SCBA be full, and that the low pressure and PASS alarms ring when the SCBA is turned on. It does not require that the exhalation valve be checked for function. As this is a possibly life-threatening problem, the company officer is to review the current policy and prepare a new policy so that the SCBA is fully checked for safe function during the change-of-shift check.

On the form included, prepare a memo directed to your supervisor, Battalion Chief McCardle, that reviews the nature of the problem and recommends a change to the policy to correct any deficiencies. Describe in detail the procedures that are to be followed that constitute the recommended corrective action. Then prepare the new policy as it would appear in an SOP or policy manual.

**Anytown Fire Department  
15401 Redline Avenue  
Anytown, USA**

# **Memo**

Date:

To:

From:

Subject:

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## Standard Operating Procedure: Change-of-Shift

<b>EQUIPMENT</b>  Self-Contained Breathing Apparatus Change-of-Shift Operational Checks	<b>ANYTOWN FIRE DEPARTMENT RESOURCE MANAGEMENT</b>  S.O.P. 305.02 5/01 Approval: EJN Page 1 of 2
<p><b>PURPOSE:</b> To define and describe the daily inspection and maintenance actions that are necessary to ensure the readiness and safe operation of fire department self-contained breathing apparatus (SCBA). These actions are to be performed during the change-of-shift operational checks (CSOC). Additionally, this procedure provides direction on the methods of cleaning, minor servicing, and restoration to service of the SCBA after use.</p> <p><b>SCOPE:</b> This procedure applies to all personnel who are assigned to use or possibly use an SCBA. Additionally, it applies to all SCBA and ancillary equipment that are unassigned or held in reserve for immediate use, and any SCBA units that are being returned to service following repair or annual factory evaluation. All personnel assigned an SCBA are responsible for its condition and shall conduct these procedures.</p> <p><b>PROCEDURE:</b> The CSOC is to be performed each day as the shift is changed. Firefighters who are rotated to a station other than the station where they began the shift are to perform these procedures at the time of their arrival for duty.</p> <p>An SCBA that has been returned to service from SCBA Services after repairs is to be given a CSOC at the time it is returned and prior to the replacement unit being placed into reserve status and the repaired unit placed in service.</p> <p>All SCBA that have been utilized during an emergency incident are to be cleaned, inspected, have minor maintenance performed, and given a CSOC prior to being returned to service.</p>	

<p><b>EQUIPMENT</b></p> <p>Self-Contained Breathing Apparatus Change of Shift Operational Checks</p>	<p><b>ANYTOWN FIRE DEPARTMENT RESOURCE MANAGEMENT</b></p> <p>S.O.P. 305.02 5/01 Approval: EJM Page 2 of 2</p>
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An SCBA that has been subjected to abuse, impact, exposure to high heat or hazardous chemicals during use or in storage, should be removed from service, red tagged, logged as out of service in the station log and sent to SCBA services for evaluation and repair. A replacement unit is then put into service. This unit is given a CSOC and placed in service.

**CSOC and After Use Checks**

- Check the air cylinder (pressure to be 4000 to 4500 psi).
- Check tightness of high pressure hose connection to cylinder.
- Depress facepiece regulator on/off switch to place into the off position.
- Turn air cylinder valve completely on.
- Low pressure (quarter service) alarm must activate as system is pressurized.
- If low pressure alarm fails to operate, remove SCBA from service.
- Personal Alert Safety System (PASS) must activate.
- If PASS does not activate, remove the SCBA from service.
- Check air lines for leaks (Use soapy water if leak is suspected to isolate location of leak).
- Shut off air cylinder valve.
- Bleed air from high pressure hoses by using facepiece regulator purge (red) valve.
- Low pressure alarm must activate when pressure decreases to approximately 1000 psi.
- Fully extend all harness straps.
- Check harness for wear or damage.
- Replace SCBA in seat-mounted bracket in “ready” condition.
- Examine all spare SCBA cylinders located on apparatus.



**EQUIPMENT**

Self-Contained Breathing Apparatus  
Change of Shift Operational Checks

**ANYTOWN FIRE DEPARTMENT  
RESOURCE MANAGEMENT**

S.O.P. 305.02  
5/01  
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