



GUAM FIRE DEPARTMENT
AGANA, GUAM

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SUBJECT: GUAM FIRE DEPARTMENT PROCEDURAL MANUAL

PURPOSE: To establish operational procedures for the Guam Fire Department and to outline the duties and responsibilities of each member in carrying out their assignment.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. STATION PROCEDURE (Number 100 series)
- II. CARE AND USE OF FIRE APPARATUS & RELATED EQUIPMENT (Number 200 series)
- III. FIRE AND EMERGENCY DUTY (Number 300 series)
- IV. COMMUNICATION EQUIPMENT AND PROCEDURES (Number 400 series)
- V. INDIVIDUALS -- REQUIREMENTS AND INSTRUCTIONS (Number 500 series)
- VI. ORGANIZATION AND BUREAU FUNCTIONS (Number 600 series)


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GUAM FIRE DEPARTMENT

PROCEDURES MANUAL

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ARTICLE 1 - STATION PROCEDURE

STATION DUTY

- 100.01 PLATOON CHANGES: Change of Platoon and command for District Commanders shall be at 0745 at their respective headquarters stations. The hour of Shift change for company personnel shall be 0800 daily. All company members coming on duty shall line up on the apparatus floor at 0800 in duty uniform. At change of shift, Company Commanders shall: Cause company to line up at attention; call roll, read orders and communications, announce information of interest such as deaths of active or retired personnel, and deliver other oral information or instruction deemed necessary.
- 100.02 Members shall, before leaving to go off duty, acquaint their successor with every detail of their tour of duty, giving them the keys or equipment necessary, and such information as may be for the efficiency and benefit of the Department.
- 100.03 On-duty Company Commanders and District Commanders receiving written orders, directives and memorandum, shall be responsible to ensure that the Company Commanders and District Commanders respectively of the off-duty platoons are properly apprised of items of mutual concern. Such appraisals shall occur no later than the next duty period for each of the off-duty platoons.
- 101.01 INDIVIDUAL PERSONNEL RELIEFS: The Company Commander on duty shall not allow any member of his company to go off-duty until properly relieved by an oncoming member, or until the anticipated number of members of the oncoming platoon have arrived, or until other arrangements have been made with the approval of the District Commander.
- 101.02 Ranking members shall be relieved by members of equal rank, or if the member of equal rank will not be present at change of Platoon, by the member who is assigned to perform those duties on that date.
- 101.03 Early relief from platoon duty of members shall be permitted. Permission of the Company Commander must be secured in every case, who will see, before relief is granted, that the member relieving is in the proper uniform and is in fit condition to go on duty.
- 102.01 WATCH DUTY: A floor watch shall be maintained in the station at all times in full duty uniform except when an activity is in progress which renders such floor watch unnecessary.

- 102.02 Company Commanders shall arrange floor watch of all members in their company. Company Commanders shall be responsible for the execution of the floor watch detail and shall post same on the bulletin board or blackboard. It shall also be entered in the Company Journal. Such duties shall be equalized as nearly as possible.
- 102.03 Members shall enter upon the discharge of watch duty at the time specified and at a place in quarters designated by the Company Commander. They shall be alert and active in the performance of duty and observe that apparatus, equipment and alarm appliances are in readiness for immediate use.
- 102.04 The member on watch duty shall call his relief five minutes before time designated for change. Members may exchange watch periods by express permission of the Company Commander.
- 102.05 The member on floor watch shall maintain quarters in the vicinity of the floor watch station, see that unnecessary noises are abated, lights not in use are extinguished, and windows and doors are properly arranged for ventilation and the protection of Department property. He shall also be responsible to greet all visitors.
- 102.06 Visitors or strangers who enter quarters shall be respectfully approached and their business ascertained. When the nature of the businesses such that it cannot be handled without the floor watch leaving his post of duty, he shall call the Company Commander.
- 102.07 Company Commanders shall be summoned immediately of information is desired or conditions arise which cannot be properly disposed of.
- 102.08 Company Commanders shall be notified when mechanics or workmen enter quarters or when gasoline or supplies are presented for delivery, or replacement of L.P. Gas cylinders.
- 103.01 HOUSE WORK: Company Commanders shall assign members to work incidental to the cleaning and maintenance of quarters and apparatus, equalizing the duties as nearly as possible.
- 103.02 At 0800, 1600, and other scheduled times, all members, regardless of rank, will proceed promptly with their work and duties, Regardless of rank, work will not be interrupted for the purpose of drinking coffee, personal business, phone calls, athletic activities, or eating until the work period is ended.

NOTE: One member in each station may be permitted to prepare food for the noon or evening meal by permission of the Company Commander, and while so engaged, will be considered as performing official duties.

104

WORKING SCHEDULE: The daily work schedule for fire stations shall be as follows:

0800 - 0900 Daily maintenance -- station, apparatus, equipment.

0900 - 1200 *Training--drills, class/conference, pre-fire planning.

1200 - 1300 Meal, rest.

1300 - 1600 *Fire Prevention
Company inspection and code enforcement, fire safety education and public relations.

Schools, heads of households, hospitals, hotels, public building, occupants of high-rise buildings.

1600 - 1700 Daily maintenance--station, apparatus, equipment.
General maintenance.

1700 - 1800 Meal, rest.

*0900 and 1300 activities are interchangeable at the discretion of the Company Commander.

MEAL PREPARATION: Discretionary authority of Company Officer.
(Refer to Paragraph 103.02)

- 105.01 CARE OF PREMISES: The roofs of building, sidewalks and gutters in front of quarters shall be kept clean and free from obstructions. No debris of any nature shall be swept or thrown into streets or gutters during the cleaning of quarters.
- 105.02 To assist the Department of Public Works in the roof maintenance of fire station, Company Commanders shall be responsible to see that roof drains of their respective stations are inspected and cleaned on the first general maintenance day of each calendar month.
- 105.03 Excess grease or oil from cooking is to be disposed along with other trash in a capped container. Under no circumstances is to be emptied into the kitchen sink.
- 105.04 Animals or livestock shall be prohibited on fire station grounds and facilities except for official purposes. Strays shall be reported to the Animal Pound for action. All pets shall be confined to the owner's automobiles during visits to the fire station.

106 BEDS: Except for unusual circumstances, beds shall be properly and neatly dressed after each use. Members shall cooperate with one another in keeping the beds properly dressed.

A bed is properly dressed when it is properly covered. It shall be properly dressed upon the assumption of the oncoming platoon personnel from 0800 and 1700.

Beds covers shall be changed as necessary to keep beds in a neat and sanitary condition. Sleeping on top of bed covers shall not be permitted. Mattresses shall be turned upside down weekly but must not be folded.

Beds shall be provided only for personnel on duty. Individual beds may be provided for Company Commanders and District Commanders if reasonable space is available in the fire station dormitory.

107 WEARING APPAREL: Members shall keep all wearing apparel and other personal belongings, when not in use, in a secured locker or closet provided for this purpose. The locker or closet shall be kept in a neat and clean condition at all times and the doors kept locked. Government or personal property shall not be placed or hung apparatus in such a manner that it will be detrimental to the finish or use.

108 SLEEPING: Sleeping is permissible only in a member's assigned bed between the hours of 1700 and 0630. Members on duty shall retire with turnout gears adjacent to beds. Members occupying beds in quarters shall not be unnecessarily disturbed.

109 STATION VISITORS: All visitors or chief officers, as they enter the station, shall be courteously approached by the officer or member on floor watch to ascertain their business. Visitors with legitimate or justifiable reasons or purpose and proper identification will be escorted through the quarters. Requests to review apparatus and quarters among other things will be considered justifiable purposes.

Firefighting members may demonstrate the use of ladders, life nets or other firefighting devices, but under no circumstances shall any visitor be permitted to use these devices individually or with the assistance of firefighting members.

Entrance to quarters for the purpose of soliciting is strictly forbidden except as approved by the Chief or Deputy Fire Chief. Loitering in quarters is prohibited. Officers may prohibit the entrance of any person or cause any person to leave quarters when in the opinion of the officer such act is in the best interest of the Company and the Department.

- 109 No visitors shall be allowed after 2000 hours except under certain condition. Under ordinary conditions, the following should not be affected by these restrictions:
1. Members of the families of fire personnel working in the station, when conducting themselves in an orderly manner.
 2. Tradesmen delivering food, uniforms and uniform accessories when requested by a member, or cleaners or laundrymen furnishing necessary services to members on duty.
 3. Public employees, particularly Police Officers, when necessary to enter the station in connection with their duties.

110 SECURING OF STATIONS: Whenever a company leaves quarters, whether for emergencies or any other reason, all doors shall be closed and locked. Front and/or rear doors shall also be closed whenever the company is engaged in training, maintenance, meal times, or other station activities where security of the apparatus floor, offices and dormitory cannot be maintained.

111 CONSULTATION BETWEEN PLATOONS: When two or more Company Commanders are located in the same quarters, they shall confer with each other in regard to repairs, supplies and upkeep of quarters. They shall work harmoniously together and shall share the responsibility equally. The same unified effort is expected of members of lower rank who share responsibility.

112 PUBLIC IMAGE: Members in duty uniform may stand in front of, or in the entrance to company quarters but shall not be permitted to congregate to such an extent that criticism will be directed at the Department.

113 DEATH NOTICES: Any member who first receives notice of the death of an active or retired member of the Department shall notify an on-duty District Commander, given the date, time, place and cause of death if known. When practical, the District Commander should provide immediate assistance if requested by the family, and shall instruct the Fire Dispatcher to notify the Chief and Deputy Fire Chief.

Company commanders, chief officers and supervisors who are notified of the death of any of his member's immediate family (spouse, father, mother, sisters, brothers, children), shall immediately notify the Chief or Deputy Fire Chief. On weekends, holidays, or non-office hours, the Fire Dispatcher shall be instructed to relay this information to the Chief or Deputy Fire Chief on the first work day.

STATION FACILITIES, GROUNDS, EQUIPMENT AND SUPPLIES

114 OFFICIAL EMPLOYEE BULLETIN BOARDS: Each fire station and principal work area shall be equipped with an official employee bulletin board which shall be reasonably accessible to all employees. Authority to post or to remove communications from the bulletin boards shall be limited to Company Commanders and Bureau Heads or those relieving in their absence. Following are guidelines for usage of the bulletin boards:

- 1) All communications emanating from the government or Fire Department affecting employees shall be posted. All other communications must be cleared for posting through the Fire Chief's Office.
- 2) Communications shall be posted at least 30 days and then kept on file until their usefulness is past.
- 3) All employees shall be responsible to familiarize themselves with the contents of all communications posted, and shall acknowledge their perusal by initialing all papers.

115 CONSERVING ENERGY

- 1) All electrical lighting, appliances and equipment not in use or needed shall be turned off. This includes unattended televisions, radios, air conditioning units, electric lights, etc.
- 2) All air conditioning units will be adjusted to room temperature. No one shall tamper with the adjustment of any air conditioning unit without the consent of the Chief.
- 3) All electrical equipment, appliances and machinery shall not be permitted for private use. This includes storage and preparation of meals or foodstuffs and other types of cooling for private use outside of employees' normal meals, or snacks at the station.

116.01 4) Private equipment or machinery shall not be permitted. This includes use of washing machines and irons for employees' laundry, electrical equipment and machinery for the repair or construction of private vehicles, furniture and furnishing, etc.

116.02 CONSERVING WATER

Members shall contribute toward the conservation of water by complying with the following:

- 1) Turning off all water faucets when not in use.
- 2) Restricting watering of station lawns and plants to Sundays, Wednesdays and Fridays between the hours of 1800 to 2000.

- 3) Sweeping pavements instead of washing them down.
- 4) Strictly prohibiting washing of personal cars, boats, or other property.
- 5) Making minimum use of water in washing apparatus. Except for extreme or unusual conditions, apparatus shall be cleaned by the use of sponge and rags and a bucket.

117.01 REPAIRS TO STATIONS, FURNISHINGS AND GROUNDS: The following procedures shall govern the repairs to building (stations), furnishings and grounds.

- 1) The Company Commander shall call the appropriate District Commander for prior approval about items that are in need of repair before making the request directly to the Chief's Office. The Chief's Office shall arrange with the appropriate agency for repair.
- 2) Should requests for repairs originate when the Chief's Office is closed, the Company Commander shall notify the appropriate District Commander who, if he deems this to be an emergency that cannot be deferred, shall cause the appropriate Building Department official to be notified through the Fire Dispatcher. The Fire Dispatcher shall inform the Chief's Office of the repair on the first working day following. The District Commander shall also call the Chief's Office as a follow-up.
- 3) Upon completion of the repair, the station officer receiving the service must acquire a copy of the work order, sign and date it, and forward it to the Chief's Office expeditiously. If this is not done, private service companies cannot have their invoices processed for payment. If no copy of the work order is given to the officer, the Chief's Office shall be immediately informed.
- 4) Whenever repairs to buildings, furnishings and grounds are required because of accidents, Company Commanders shall submit a full report through channels to the Chief.

In the event that damages are the result of an accident involving private vehicles, Company Commanders shall inform the Chief or Deputy Fire Chief and the Police immediately and submit a report with specific details. Chief's Office, in turn, shall immediately notify the Building Department and arrange to obtain a police report.

117.02 Members will not attempt repair of tables, chairs, benches and other equipment. Such equipment must be sent to the Shop for repairs. Exception to this order may be made by the chief (officer in charge) where, in his judgement, a member offering to do the repairing is qualified to do so.

117.05 No member will make any alteration or installation in quarters without permission of the Chief. This includes installation of telephones, television sets, heaters, stoves, public address systems, bell systems, or any other addition to the facilities furnished by the Department. The only device, machine or other contrivance that brings a profit to anyone through its use which will be permitted in quarters is one that is owned collectively by the members of the company or companies therein. The profit derived therefrom must be used equally for the benefit of all members working in that station. A quarterly financial report for each vending machine shall be submitted, a copy of which shall be posted on the station bulletin board until replaced by the succeeding report.

118 PHONE NUMBER CHANGE: When the private phone number in a station is changed, written report to that effect will be made through channels at once.

119 REPLENISHMENT OF SUPPLIES: At the end of each month, Company Commanders shall replenish their company supply rooms from the storeroom. Companies should request only amounts needed to bring their balances on hand up to the allowable limits. Requests for supplies shall be made on Form and routed through the appropriate District Commander for adjustment and/or approval. District Commanders shall assure themselves and be responsible that supplies requested are essential for the period covered. Subsequently, supply orders received at the 5th of the month will be delivered not later than the 17th of the month. Additional needs that arise during the month must be picked up from the Storeroom after approval by the District Commander on Form. District Commanders may redistribute supplies within their platoons to handle emergencies.

Requests for office supplies shall be made as needed on Form 9 and routed to the Chief's Office through the appropriate District Commander, Company personnel must pick-up their office supplies.

All requests for supplies from the Storeroom must be submitted on Form 9 (especially first aid refills), except for kitchenware and garden tools which must be turned in for replacement and will be recorded on a Storeroom issue slip.

Requests for appliances bulbs, light bulbs, fluorescent lamps, and flood or spot lights must include the exact and full part number printed on the lamp. If a part number cannot be located, send a sample to the Storeroom.

When requesting first aid refills include full description of the unit and part number if available.

When ordering fire equipment, non-stock items (items not ordinarily carried by the Storeroom), and additional garden tools or kitchenware, submit on Form 9 to Chief's Office which will decide if there is sufficient justification and funds.

- 120.01 FIRST AID KITS: First aid supplied used around quarters will be obtained from the house kit only. The articles carried in kits on apparatus are intended for emergency use in the field.
- 120.02 Officers ordering First Aid supplied will refer to itemized lists in First Aid Kits on apparatus and house kits. Only those articles listed will be ordered. Only one house kit shall be maintained in each station and broken items in apparatus kits should be exchanged for complete items from the house kit if possible. Company Commanders shall be responsible for the proper maintenance of house kits and kits on apparatus.
- 121.01 EMERGENCY SUPPLIES OR USE OF SHOP AFTER NORMAL WORKING HOURS:
Due to occasional need for equipment or supplies from the Storeroom after normal working hours, duplicate keys for the Storeroom at Stations 1 and 7 are kept at the Fire Dispatcher. The only other persons who may have Storeroom keys are authorized members of the Fire Department.
- 121.02 The appropriate District Commander shall determine whether the need is urgent enough for him to authorize the Fire Dispatcher to release the key to himself or a designated representative. A chief officer or his designee shall accompany the individual, open the facility, assist with issuance in the case of the Storeroom, and see that the following information is recorded in the prescribed record book:
- For the Storerooms:
- 1) The date
 - 2) The quantity and type of equipment, materials or supplies
 - 3) To whom the issuance is to be charged.
 - 4) Person receiving issuance
- Firefighting supplies such as extinguishers, air tanks and medical tanks are available at Station 1 for immediate pick-up.
- Fire Department repair personnel on recall duty are authorized to obtain the keys from the Fire Dispatcher if supplies are needed for emergency repairs that cannot wait. They shall be responsible to record the same information enumerated above.
- 121.03 All keys shall be immediately returned to the Fire Dispatcher after use and the officer shall record the following information in his journal:
- 1) Person receiving the key.
 - 2) Person authorizing issuance of the key
 - 3) Date and time key was issued and returned
 - 4) FOR STOREROOM -- Identity of Storeroom for which key was released.

- 122.01 INVENTORY: Company Commanders as designated by their District Commanders, shall make a station inventory check at the end of each month and whenever there is a permanent change of command. Following each working fire, Company Commanders shall make an apparatus inventory check. The above inventory checks shall be reported on approved format.
- 122.02 When IBM inventory printouts are periodically received by companies, the designated Company Commanders shall verify the correctness or to list the exceptions. A representative of the Chief's Office shall take an annual inventory of each station. Changes in inventory records shall be made only by use of approved forms. All inventory checks shall be journalized.
- 123.01 MANAGEMENT OF DEPARTMENT PROPERTY: Employees are expressly prohibited from borrowing departmental furnishings, tools, utensils, etc. for their personal use away from the fire station. Rectifiers, hydraulic hoists, air compressors or department tools or equipment shall not be used for other than department purposes.
- 123.02 Lending of public property shall be approved by the Fire Chief except in direct circumstances where in the interest of the public the appropriate District Commander on duty may approve the loan of equipment, followed by a report to the Fire Chief through channels. In any case, the borrower shall sign an appropriate statement of the loan, and entry shall be made in the appropriate journal. The officer authorizing the loan shall be responsible to see that the items are returned, that after retrieving the items the signed statement is returned to the borrower, and the action is entered in his journal.
- 124.01 INSPECTION OF STATIONS: The District Commander, as the commander of a platoon, shall conduct periodic inspections of department personnel operations, facilities, equipment and records. Purpose of the inspections shall be to assist personnel with full compliance with the rules and regulations, policies and procedures, to ensure the safety features and good physical condition of facilities and equipment, and to establish liason with personnel for the improvement of the department. The primary responsibility of these functions rests directly on the Company Commander and the District Commander.
- 124.02 Inspections shall be conducted according to the established schedule.
- District Commander shall, equally as possible, divide the stations within their platoon. Each District Commander shall conduct an inspection at each assigned station once each month covering station and grounds, apparatus and equipment, personnel and records. The following month, rotation of stations by District Commanders shall be made.
- This provides for a monthly inspection of all stations with the same station being inspected once every four months by the same District Commander.

124.03

Where minor discrepancies are found which are not significant enough to be recorded on the report, the District Commander should discuss them with the officer-in-charge and the correction should be made immediately.

Where discrepancies are noted on the inspection report, the District Commander rotating into the previously inspected station shall follow-up to see that discrepancies are corrected.

Where there are violations listed in the "PERSONNEL" section, the respective District Commander of that platoon shall follow-up after establishing the time allowed for correction.

In addition to being included on the report, serious violations discovered shall be reported directly to the Chief of Suppression by the District Commander.

124.04

It shall be the responsibility of the Chief of Suppression or his designee to decide if disciplinary action is in order.

- 125 PRIVATE CARS: Department facilities are not provided for the parking of privately-owned automobiles. Paved areas in fire stations are provided for equipment maintenance, for training, and for physical fitness. Department personnel are permitted to park in these areas whenever they are not being used for the purpose stated. Automobiles not owned or used by personnels assigned to that station may be parked on fire station grounds only when conducting business with the Department and with the permission of the Company Commander. All other parking must be approved by the Fire Chief.
- 126.01 PROTECTION OF PERSONAL EQUIPMENT: Members are responsible for the safekeeping of all department-issued equipment and supplies assigned to them and shall reimburse the department for loss or damage caused by their negligence, improper use and care, or failure to secure.
- 126.02 Members shall be responsible for their lockers or closet keys. When transferred to another station, members shall surrender their keys to the Company Commander.
- Storage facilities shall not be used to store prohibited items or to further activities prohibited by the Department.
- 126.03 SECURITY OF KEYS: Company Commanders shall be responsible for the security of all station keys: front and back doors, office, closets, gas pump, etc. All keys shall be properly marked or tagged and accurate records shall be maintained.
- 127.01 CONDEMNATION OF EQUIPMENT: The Fiscal and Supply Division is responsible for the issuance, repair, condemnation, and dispersal of all equipment. When it is necessary to condemn equipment due to damage or normal wear and tear, the officer-in-charge if the equipment shall request condemnation. The various supervisors under direction of the Chief's Office shall be authorized to condemn equipment as follows:
- 1) The Fire Maintenance Officer shall authorize condemnation of fire hose, apparatus and vehicles, all items, and all items sent to the DPW Shops for repair.
 - 2) The Storekeeper shall authorize condemnation of all items issued from the Storeroom, such as personal safety equipment, uniforms, small office equipment, etc.
 - 3) The Communication Officer shall authorize condemnation of radio and communication equipment assigned to the Fire Department inventory.
 - 4) The Chief's Office shall arrange for condemnation of large appliances and furniture, and all other inventory items not handled by other units.
- 127.02 Disposal of condemned equipment shall be coordinated through the Chief's Office and Fiscal/Supply Division.

127.03

FILLING OF L.P.G. TANKS: Company Commanders at stations equipped with L.P.G. tanks shall request through the Fiscal Bureau for the immediate refill of these tanks when the dial reaches 30% of its capacity.

128.01

STATION JOURNAL: A journal shall be maintained by each station, and all matters pertaining to the security, administration, and interest of the Department shall be carefully and completely entered therein, in accordance with the following:

1. A new page shall be started each day at 2400. The date and day of the week shall be entered on the first line of the new page. All unused spaces on the page of the previous day shall have a line drawn through them.
2. All lines spaces shall be filled in. Time entries shall be entered in the left-hand margin. The word "NOTICE" shall also be entered in the left-hand margin preceding the time entry to denote any special entries. Special entries will include suspensions, General Orders or instructions, etc. Special entries shall be initialed at the end by the officer making the entry.
3. The journal shall be kept in manner as to give a complete and accurate daily history of the activities or operation of the station involved. As a general rule, abbreviation shall not be used. All entries shall be written clearly and neatly; printed, if necessary! and initialed by member making the entry. Journal entries shall appear in black ink; alarm entries in red ink. No pencil entries or erasers shall be made in any journal. In the event an error is made, a single line shall be drawn through the incorrect entry and a corrected entry made and initialed.
4. Each entry shall be as complete as possible, in order that the following shift may readily understand all matters and be enabled, if necessary, to complete business unfinished by the preceding shift.
5. When coming on duty, or when returning to duty from vacation or leave of absence, personnel shall read and familiarize themselves with entries made by personnel on preceding shift or shifts.
6. At 0800 and 1800 each day, an entry shall be made in the station journal showing the shift on duty. This entry shall account for all personnel regularly assigned to the station on-duty shift and shall show whether they are working or absent. Any absence shall be supported by a reason: sick, annual leave, etc. This entry shall also show the name of the employee working for the absent employee and whether he is the regular relief or is working paid overtime.
7. Filled journals shall be identified on the inside of the front cover. Identification shall consist of station number and the inclusive dates covered. Filled journals shall conclude with the words "END OF THIS BOOK" entered on the line immediately following the final entry, and a line shall be drawn through all unused lines remaining on the page. Filled journals shall be immediately forward to the Chief's Office for storage.
8. No journal shall be removed from the station unless authorized by t

whose authority. If removal is permanent or for an indefinite period, the procedure for ending a journal described in paragraph 7 shall be followed and new journal shall be started.

9. A single red line shall be drawn the complete width of the page before an entry for an incident. Time out, time in, incident number, type of incident, location, and signature of reporting officer shall then be entered. Unusual occurrences relating to the incident, i.e., apparatus accident, personnel injuries, shall also be entered. Another single red line the full width of the page shall designate the end of the alarm entry.
10. All on-duty personnel leaving the station during their tour of duty for any reason, shall note the time of departure in the Station Journal and their destination. Time of return to the station shall also be entered.
11. It shall be the responsibility of the Station Commander to insure that entries are neat, accurate, and complete. All entries shall only be made by an officer or the person on desk watch.
12. The content of the journal shall be considered confidential and unless otherwise ordered, no one other than members of the Department shall have access to the information contained therein.

NON-EMERGENCY COMPANY ACTIVITIES

129.01 PUBLIC SERVICES. Responses to public requests for assistance will be recorded under the following categories:

- 1) Fire Calls
- 2) Calls for Mutual Aid
- 3) Calls Other Than Fire Emergencies

Public Services under other than fire emergencies covers all non-emergency requests where there is no impending danger to life or property. Examples: Flag pole jobs, animals in undesirable places, changing light bulbs, pump jobs, persons locked out of buildings, missing persons not in immediate danger, etc. The Duty Fire Dispatcher will determine under which category each separate public request is to be handled and shall detail companies at the instructions of the Fire Suppression Chief or District Commander.

129.02 Companies detailed to public services shall proceed as a non-emergency vehicle and keep their own times. Generally, they shall remain in service and be available for response to fires and other emergencies.

129.03 The only record keeping necessary for Public Services shall be an entry into the front section of the company journal and an accounting for work time. Company work time and equipment used shall be included on Company Report of Alarms. The Duty Fire Dispatcher shall record Public Services in the dispatcher's journal book.

130.01 COMPANY INSPECTION PROGRAM. The Company Inspection Program shall consist of Dwelling Inspections and Commercial Inspections.

130.02 No schedule shall be set as to the exact time and day for inspections. All company officers shall be guided by their company workload, weather conditions, fire alarms, emergencies, etc. However, companies shall conduct a minimum of no less than ten (10) hours of field inspections per platoon, per month, in the Company Inspection Program.

130.03 Companies shall conduct their inspections in their assigned districts by platoons. All occupancies shall be inspected not less than once every six months in business areas, and at least once each year in residential occupancies. Where feasible, commercial inspections shall be completing their assigned districts within the specified periods and shall submit written explanations to the Fire Chief.

130.04 Inspection forms shall be submitted to the Prevention Bureau with Monthly Company Inspection Summary Report. Forms shall be properly filled out, recorded and reported. Questions and problems should be referred to the Prevention Bureau.

- 131.01 COMPANY PRE-PLANNING. Pre-Planning may be conducted in conjunction with inspections. Companies shall familiarize themselves with the physical features of building such as construction, contents, exists and their fixed internal fire protection equipment. Special note should also be taken of fire hydrants and surrounding occupancies.
- 131.02 Every company shall complete a minimum of one pre-plan with drawing per month. If pre-plans are to be made on a building that was previously pre-planned, the Company shall review the Old Pre-plan while conducting their new pre-plan inspection. A new drawings should be submitted if major changes are noted. If no changes or minor changes are made, the old plan may be submitted noting the minor changes or no changes with new signature of Company Commander and date.
- 131.03 Pre-plan drawings of potential topographical and other fire problems (relay situations, static water source, dual company operations, limited access or routes, etc.) does not require a drawing of new plan. They should, however, also be reviewed periodically for familiarization and updating.
- 132.01 PERSONNEL INJURIES: Injuries sustained by employees on duty while engaged in sanctioned activities are covered by Workers' Compensation. Off-duty personnel engaging in physical fitness activities at fire stations are not covered, and injuries to such persons shall be reported as not in the line of duty.
- 132.02 Upon return to duty after a "Lost time" industrial injury due to a physical fitness activity, Company Commanders shall restrict participation in all physical fitness activities for minimum period of time.
- A report shall be submitted through channels to the Fire Chief's office by the Company Commander whenever a member returns to duty from a "lost time" physical fitness injury. The Company Commander shall discuss the extent of injury and recovery and report any work limitations, if any. The District Commander shall be consulted if the Company Commander feels a review by Physician should be required. The Company Commander shall state the period for which physical fitness activities are restricted and that this was communicated to the member in the form of an order. Failure to comply with the order shall be cause for disciplinary action. A report shall be submitted the day of the member's return to duty.
- 132.03 On-duty physical fitness injuries shall be reported by the Company Commander on C.S. Form and recorded on OSHA Form. Circumstances surrounding the accident/injury shall be fully described on the C.S. Form continuing on the back of the form. If team activities were engaged in, all participants shall be reported. Previous physical fitness injuries suffered by the member within the last twelve (12) months period shall also be reported.

- 133.01 DETAIL DUTY OR ASSIGNMENT. Members of the Department assigned to detail duty or special assignment shall comply with the following instructions: While they are on detail assignment, they shall be properly attired in the uniform specified for the occasion.
- .133.02 Before leaving their assigned quarters for their place of detail and upon returning, they shall report to their immediate superior. The time of departure from assigned quarters and the time of return shall be noted in the journal by or as directed by the Company Officer.
- They shall report to their place of detail at the designated time and promptly return to quarters at the conclusion of detail duty.
- They shall not leave their place of detail unless the detail is completed, they are properly relieved, or have the permission of their superior officer.
- While at their place of detail and when going to or returning from such detail, they shall engage in no activity which may interfere with the proper discharge of their duty.
- .133.03 They shall be familiar with those laws, ordinances, and Department rules and procedures applicable to their place of detail. Whenever they observe any infraction of such regulations, they shall undertake to correct it and shall report thereon as required.
- Members who are on voluntary detail, as well as those on assigned detail, shall be subject to all provisions of the rules, regulations and orders of the Department.
- They shall strictly adhere to all rules of good conduct and refrain from any action or speech that may reflect discredit or bring reproach upon the Department.
- 133.04 Detail duty shall be assigned for performance of department functions and authorized by proper authority. Requests for detail duty by persons outside the department shall not be complied with/without authorization by an appropriate chief officer.

FLAG ETIQUETTE

134.01 THE FLAGS OF THE UNITED STATES AND THE TERRITORY OF GUAM
Company Commanders will be responsible for the proper display and respectful care of the Flag. When not in use, it shall be folded and properly stored.

134.02 Upon becoming unfit for service, either through wear or exposure, it shall be replaced and sent to the Storeroom for proper disposal.

134.03 Whenever the Flag is to be carried in Department formation a color guard shall be provided.

The Flag shall be displayed in accordance with provisions contained in the pamphlet entitled, "Etiquette of the Stars and Stripes," published by the Veterans of Foreign Wars of the United States.

134.04 When the National Anthem, "Star-Spangled Banner," is played outdoors, all members of the Department who are in uniform, whether covered or uncovered, shall render the right-hand salute.

If an Officer in command is present, the members shall be brought to attention by the Officer who shall then give the orders to present arms (right-hand salute) and order arms.

When the anthem is played indoors, members are required only to stand at attention and to face the music or the flag, if one is present.

134.05 When the flag is being hoisted or lowered, the salute is given as the movement of the Flag starts upward or downward, and held until movement ceases. This does not apply to member raising or lowering the Flag.