

EMERGENCY SERVICES DIVISION		Procedure No: FR-ADM-1.0.6 Revision No: 2 Page 1 of 3
BROOKHAVEN NATIONAL LABORATORY		
Title: Weekly Inspection Test of Fire Rescue, Hazardous Material and EMS Apparatus and Associated Equipment		
<p>1.0 <u>PURPOSE:</u> This outlines the Fire/Rescue procedure for inspecting and testing apparatus and equipment, and reporting any deficiencies.</p> <p>2.0 <u>RESPONSIBILITIES:</u></p> <p>2.1 The Fire/Rescue Group has overall responsibility for the operational readiness of it's assigned equipment. In order to accomplish this task, a weekly schedule has been developed.</p> <p>2.2 The Fire Chief has the responsibility for the Fire/Rescue Group and the overall implementation of this procedure.</p> <p>2.3 The Duty Fire Captain ensures the daily implementation of this procedure.</p> <p>2.4 The Firefighters have the responsibility of inspecting, testing, and reporting all deficiencies to the Duty Fire Captain or Lieutenant.</p> <p>3.0 <u>DEFINITIONS:</u> None</p> <p>4.0 <u>PREREQUISITES:</u> None</p>		
PREPARED BY: C. LaSalla <hr/> Author/Date	REVIEWED BY: M. Carroll <hr/> Chief/Date J. Vaz <hr/> Division QAO/Date	APPROVED BY: F. Marotta <hr/> Division Manager/Date EFFECTIVE DATE: <u>04-01-01</u> REVIEW CYCLE: 3 years
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5.0 **PRECAUTIONS:**

None

6.0 **PROCEDURE:**

6.1 Each day the Duty Fire Captain or Fire Lieutenant will generate a copy of the Weekly Inspection Checklist for the apparatus/equipment to be inspected and tested from the Weekly Inspection Checklist Book which is located in the Captains/Lieutenant's office.

6.1.1 After the said apparatus/equipment has been inspected, the Duty Fire Officer will note all deficiencies, all equipment that is not serviceable will be taken off the apparatus, and arrangements will be made for its repair or replacement. In the Remarks section of the Checklist, the deficiencies will be noted, signed and dated, after the inspection is completed.

6.2 The Weekly Inspection/Test schedule is as follows:

Monday	Engine #1
Tuesday	Engine #2
Wednesday	Engine #3
Thursday	Rescue Unit #4
Friday	Ambulance #16
Saturday	Haz-Mat Trailer #8
Sunday	Car #1 (Command)

6.3 The Inspection and Test are as follows:

6.3.1 All Pump Engines will be exercised for at least 15 minutes. All valves will be activated (Intake and outlets and pressure relief).

6.3.2 The Engine to be inspected and tested will have in place a 5" intake line to the pump. Both front and rear intakes will be operated.

6.3.3 With respect to the Brush Truck, a 3" fill line can be in place during the pump test phase of the inspection test.

6.4 After the Inspection and Test of the scheduled apparatus/equipment, the apparatus will be washed and cleaned. All compartments will be cleaned as needed.

7.0 **IMPLEMENTATION AND TRAINING:**

None

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8.0 REFERENCES:

- 8.1 Crosslays, trash line and 3" pre-connect on Engines 1 and 2: care should be taken not to charge these hose beds. All equipment, electrical, pneumatic, or motorized, are to run checked. If needed, they are to be refueled to ensure readiness. This applies to the generators, saws, power tools and air bags.

- 8.2 In the case of medical equipment, the defibrillator battery should be changed once a week and the defibrillator activated on the last Friday of each month. CPR Thumper is to be exercised on the first Friday of the month. All hand tools such as axes, pinch bars and alike will be cleaned and sharpened as needed. All communications equipment is to be checked to include all county frequency radios and portable telephones.

All static equipment such as burn and first aid equipment, oxygen, reference material, is to be updated and serviceable. All equipment that is to be used for emergency use will be inspected in accordance with the weekly schedule.

- 8.3 During inclement days, when the fire pumps are to be performance tested, good judgement should be used when the weather could cause hazardous conditions to safety and health.

- 8.4 All SCBA's are to be performance tested in accordance with the manufacturer's recommendations.

- 8.5 All meters are to be performance tested in accordance with the manufacturer's recommendations.

- 8.6 When changes are made with respect to location/or new equipment is placed on apparatus, those changes are to be reported to the Duty Fire Officer, and arrangements will be made to have the secretary update the checklist.

- 8.7 No equipment is to be moved from one location to another without the Three Shift Officers knowledge and concurrence with the Fire Chief.

9.0 ATTACHMENTS

None