

# **CLIO AREA FIRE DEPARTMENT**

## **OPERATING GUIDELINE**

### **TITLE: RECORDS**

**REFERENCES:** NFPA 1500  
DEPARTMENT OF LABOR SAFETY STANDARDS PART 74  
CAFD RULES, REGULATIONS, POLICIES AND GUIDELINES

RECORDS OF VARIOUS KINDS ARE NECESSARY TOOLS TO PROTECT PERSONNEL, TO TRACK EQUIPMENT FROM ACQUISITION TO RETIREMENT, AND TO ASSURE PROPER MAINTENANCE OF EQUIPMENT AND BUILDINGS.

RECORDS SHALL BE KEPT EITHER BY HARD COPY OR COMPUTER SOFTWARE, OR A COMBINATION OF THESE.

### **PERSONNEL RECORDS**

Records on personnel shall be kept for the duration of employment, or as long as shall be mandated by law, and shall include, but not limited to, the following:

#### **GENERAL**

- 1. Employment Application**
- 2. Employment Interview**

#### **MEDICAL**

- 1. Pre-employment physical**
- 2. Reports of any other physicals**
- 3. Accident Reports on any Fire Department related injuries**
- 4. Possible chemical or hazardous material exposure**

#### **TRAINING**

- 1. In-house "Rookie" training**
- 2. Fire Fighter I Certification**
- 3. Fire Fighter II Certification**
- 4. Any Hazardous Materials Training**
- 5. Driver Training**
- 6. Monthly Training**
- 7. Any special or additional training required**
- 8. Hazard Communication/Right to Know Law**

## **EQUIPMENT**

Records shall be kept on equipment from the date of purchase until the retirement of the equipment.

Equipment records shall include, but not be limited to, the following:

1. Date of Purchase
2. Vendor
3. Manufacturer
4. Size, Horsepower, Rating, etc.
5. Serial and/or Model Number
6. Inspections (weekly, monthly, annual, etc.)
7. Repairs

Types of equipment on which records are kept shall include, but not be limited to, the following:

1. SCBA (Self Contained Breathing Apparatus)
2. PASS (Personal Alert Safety System)
3. Breathing Air Systems (Compressor, Cascades, Fill Stations)
4. Generators
5. Ground Ladders
6. Aerial Devices
6. Bunker Gear
7. Extrication Tools
8. Pumps

## **APPARATUS**

Records shall be kept on Apparatus from the date of purchase until the retirement of the Apparatus.

Records shall include, but shall not be limited to, the following:

1. Date of Purchase
2. Vendor
3. Manufacturer
4. Chassis Data (engine, transmission, drive train, etc.)
5. Vehicle Identification Number
6. Repairs

## **BUILDINGS**

Records shall include, but not be limited to, the following:

1. Annual Inventories
2. Generators
3. Air Compressors
4. Ladders
5. Hoists (powered and manual)
6. Floor jacks
7. Bench Grinders