

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> SUPPORT SERVICES/FIRE SERVICES	<b>Reference Number:</b> IVN09-0002	<b>Revises Previous Effective Date:</b>
<b>Subject:</b> MAINTENENACE/FIRE HOSE RECORDS		NEW
<b>Authority:</b> WETHERINGTON/HODGE	<b>Effective Date:</b> 4/01/02	Page 1 of 2

**I. POLICY:**

This standard establishes an inventory and record-keeping system for fire hose. It was promulgated to:

- A. Provide an inventory of all fire hose owned by the Department.
- B. Provide a history of the service life of each section of fire hose.
- C. Determine the amount of hose carried on an apparatus.
- D. Determine the location and status of each section of fire hose at any given time.

**II. APPLICABILITY:**

All Department of Corrections State and County Fire Departments.

**III. RELATED DIRECTIVES:**

NFPA 1961, 1961 and 1963

**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

- A. (Master Hose Record)

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1. Each station shall maintain a separate record for each section of fire hose. The record shall be maintained as long as the section of hose remains in the hose inventory.
2. Fire hose records shall be maintained on the in the FireHouse Software Program.
3. The top three lines of the card shall be completed by the Station Chief on the acceptance of a section of hose.
4. The remaining portion of the card shall be used to record all subsequent tests and repairs.

**B. (Hose Book)**

1. Each apparatus assigned a complement of fire hose shall carry a hose book. The hose book shall be used to maintain an up-to-date and accurate inventory of all the fire hose carried on the apparatus.
2. Any changes in the fire hose inventory carried on a fire apparatus shall be recorded in the hose book, along with the date that the changes occurred, the reason for the changes, and the name of the firefighter who made the changes. Changes might include adding, removing, or relocating one or more sections of hose on the apparatus.
3. The identification number of a section of fire hose shall be recorded in the hose book at the time the section is loaded onto an apparatus. The date that the section of hose was placed on the apparatus shall also be recorded.
4. Whenever hose is loaded on an apparatus to replace sections that were removed, the numbers of any sections that remain in the bed from the previous load shall be transferred to the next column. The numbers of the new sections that are added to complete the load shall then be recorded.

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