BRIGADE ORDERS

BY Chief Fire Officer B. Senekal
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GOAL

1 To establish Brigade orders, Brigade Instructions, Standard Operating Procedures, Notices and Technical Notes for the West Coast District Municipality Fire and Rescue Service.

OBJECTIVES

2 The first objective of this Brigade order is to ensure standardisation in the publishing of information concerning staff of the West Coast District Municipality Fire and Rescue Services.

3 The second objective is to ensure that staff of the West Coast District Municipality Fire and Rescue Service will have uniformity in receiving orders to be carried out in the long term given by a Brigade Order.

4 The third objective is to ensure that staff of the West Coast District Municipality Fire and Rescue Service will have uniformity in receiving instructions to be carried out in the medium term given by a Brigade Instruction.

5 The forth objective is to ensure that staff of the West Coast District Municipality Fire and Rescue Service will have uniformity in operations at their fire station, when turning out to incident, acting at incidents and safety procedures.

6 The fifth objective is to ensure that staff of the West Coast District Municipality Fire and Rescue Service will have uniformity in receiving notices of interest given by a Brigade Notice.

7 The sixth objective is to ensure that staff of the West Coast District Municipality Fire and Rescue Service will have uniformity in receiving technical information of hazards and operational interest given by a Brigade Technical Note.
BRIGADE ORDER

8 A Brigade Order is a permanent written instruction to all staff of the West Coast District Municipality Fire and Rescue Service to be carried out as if it was a verbal instruction given by the Chief Fire Officer at the time.
9 The contravention of a Brigade Order will be seen as a contravention of the Personnel Code and can lead to corrective actions under the personnel codes of the West Coast District Municipality.
10 A Brigade Order can only be cancelled by a Brigade Order specifically given to cancel that Brigade Order.
11 All Brigade Orders will have a date of commencement and will be signed by the Chief Fire Officer and the Director Protection Services.

BRIGADE INSTRUCTION

12 A Brigade Instruction is a written instruction to all staff of the West Coast District Municipality Fire and Rescue Service to be carried out as if it was a verbal instruction given by the Chief Fire Officer at the time.
13 A Brigade Instruction will be valid for a period of 6 (six) months from the date of signature when it will automatically be seen as been cancelled, whether by written instruction or not.
14 The contravention of a Brigade Instruction will be seen as a contravention of the Personnel Code and can lead to corrective actions under the personnel codes of the West Coast District Municipality Municipality.
15 All Brigade Instructions will have a date of commencement and cancellation and will be signed by the Chief Fire Officer and the Director Protection Services.
16 A Brigade Instruction can be cancelled by a Brigade Instruction specifically given to cancel that Brigade Instruction before its date of cancellation.
17 A Brigade Instruction can be rewritten as a Brigade Order and the commencement date of the Brigade Order will be the cancellation date of the Brigade Instruction.

BRIGADE STANDARD OPERATING PROCEDURES

18 A Brigade Standard Operating Procedure is a procedure for all staff to follow at fires, incidents and at fire stations to ensure that uniformity is followed during any activity of the West Coast District Municipality Fire and Rescue Service.
19 Standard operating procedures must be followed by all staff of the West Coast District Municipality but allow Station Officers, Platoon Officers and Senior Fire Fighters to adapt to circumstances prevailing at fires or other incidents attended.
20 Standing Operating Procedures is uniform activities to allow assistance from other fire stations or Fire and Rescue Services from other local or district municipalities assisting the West Coast District Municipality Fire and Rescue Service to follow standard procedures.
**BRIGADE NOTICE**

21 A Brigade Notice can be given by the Chief Fire Officer or his delegated officer to inform the staff of the West Coast District Municipality Fire and Rescue Services of happenings of interest in the Fire and Rescue Service or other related Institutes and Organizations.

22 A Brigade Notice has no disciplinary or instructional value.

**TECHNICAL NOTE**

23 A Brigade Technical Note can be given by the Chief Fire Officer or his delegated officer to inform the staff of the West Coast District Municipality Fire and Rescue Services of technical information that will assist during operational activities.

24 Brigade Orders and Instructions can refer to technical notes to assist and ensure safety for staff of the West Coast District Municipality- Fire and Rescue Service.
BRIGADE ORDER : 2

DATED:

ATTENTION: ALL STAFF

SUBJECT: BRIGADE ORDERS

Brigade Orders are issued under the hand of the Chief Fire Officer.

Any member who contravenes any provisions of these Brigade Orders shall be deemed to be guilty of misconduct and shall be dealt with accordingly.

All members shall acquaint themselves with Brigade Orders and Circulars.

Members shall ensure that copies of Brigade Orders are kept up to date at all times and any amendments and additions to these shall be made immediately after they are received.

These Brigade Orders must be read in conjunction with the Disciplinary Code of the West Coast District Municipality and all other applicable Acts and Regulations.
A member shall notify the Chief Fire Officer in writing of his / her residential address upon joining the Fire Service.

A member shall notify the Chief Fire Officer in writing of his / her telephone number within 48 hours of obtaining a subsidised cell phone or of any landline telephone number at his / her residence.

The Chief Fire Officer shall be notified in writing by a member of any change of address or telephone number within 48 hours of such change.

Under no circumstances may the residential address and / or telephone numbers of any member be divulged to any person not in the employment of the Fire Service.

The Fire Service shall not be used as an address for personal post. No responsibility will be carried by the Fire Department for private post.
Private telephone calls will not be received or dialled from any official telephones where a private telephone or private cell phone are available.

Personnel who have to make use of an official telephone for private purposes will first obtain permission from his/her Station Commander or in his absence the Shift Commander. All money due for private telephone calls will be paid to the West Coast District Municipality before the 7th of each month for payment into the necessary vote number.

All personnel working for the West Coast District Municipality Fire and Rescue Services will only be allowed to receive private telephone calls during the following periods:

10:00 to 10:30
13:00 to 14:00
15:30 to 16:00
18:00 to 06:00

The control room operator shall make these hours known to the caller.

Only when the caller indicates that a call is an emergency will personnel be allowed to receive a call during the periods not indicated above. Control room attendants may take messages for personnel.

**National calls**

These may only be made through the control room and authorization for these calls must be obtained from the Chief Fire Officer or his assigned prior to the call being made. The power of authorising local and national calls is delegated as follows:

Chief Fire Officer
Station Commander
The following procedures will be adhered to regarding “Attendance Registers”

The monthly attendance register must be updated daily.

The under mentioned symbols must be used:

X– Present  
L – Leave  
S – Sick leave  
SL – Special leave  
U – Unpaid leave  
AWOL – Absent  
IOD – Injury on duty  
OD – Off Duty  
SB – Standby  
T – Training / Course  
SS – Shift Swap  
LD – Light Duty

The Chief Fire officer or relevant Station Commander must be advised immediately in case where an employee has absconded.

On the last day of the month the attendance register must be finalised and certified by the Chief Fire Officer, and immediately submitted to the Manager: Protection Services.
BRIGADE ORDER : 6
DATED: :
ATTENTION: : ALL STAFF
SUBJECT : SIGNING ON AND OFF DUTY / OVERTIME / TIME-DUE

All members of the department shall, when they report for duty, enter the time of arrival in the attendance registers provided.

No member shall falsify any entry required to be made, neither shall any member enter time on duty or off duty on any other member or alter any entry made by another member in the attendance register.

All overtime worked must be recorded in the overtime register together with the reason for overtime to be worked. Prior permission to work overtime must be obtained from his/her Station Commander. The Station Commander will thereafter confirm overtime with Chief Fire Officer before approval.

If no prior approval was obtained, such overtime will not be paid to the member.
Shift personnel will work 24 hour shifts (08:00 – 08:00 the next morning).

WORK SCHEDULE FOR 24 HOUR DAY SHIFT – WEEKDAYS

WEST COAST DISTRICT MUNICIPALITY
FIRE SERVICE
DAILY ROUTINE

MONDAY

• 05:30  WAKE UP
• 06:30  PARADE – STATION WORK DETAIL
• 08:00  PARADE – PLATOON CHANGE
• 08:15  VEHICLE & INVENTORY CHECKS
• 10:00  TEA
• 10:30  DRILL / TRAINING / LECTURES / VISITS
• 13:00  LUNCH
• 14:00  VEHICLE MAINTENANCE
• 15:30  TEA
• 16:00  PHYSICAL EXCERSISES
• 17:00  STATION CLEAN – UP
• 18:00  STAND DOWN – SUBJECT TO ESSENTIAL WORK BEING COMPLETED
• 21:00  STATION SECURITY CHECK
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<td>DRILL / TRAINING / LECTURES / VISITS</td>
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<td>14:00</td>
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<tr>
<td>10:30</td>
<td>EQUIPMENT AND VEHICLE MAINTENANCE</td>
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**SATURDAY**

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**SUNDAY / PUBLIC HOLIDAY**

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**Office staff**

All staff must work a 40 hour week. Hours will be from 08:00 until 16:30. Tea will be from 10:00 to 10:15 and 15:00 to 15:15. Lunch is from 12:45 to 13:30.

**Control room staff**

Control room staff works the same as the shifts they are on, as indicated above or as communicated to them by the Station Commander in charge.
BRIGADE ORDER : 8

DATED:

ATTENTION: ALL STAFF

SUBJECT: PROCEDURE TO BE FOLLOWED WHEN LATE FOR WORK

Any staff that may be late for work must immediately inform his/her Station Commander accordingly. Any employee who fails to do so may have disciplinary action taken against him/her.
BRIGADE ORDER : 9

DATED: 

ATTENTION: : ALL STAFF

SUBJECT : STANDBY DUTY

Members that perform standby duties must make sure that his or her cell phone is in working condition. Should there be a problem with the cell phone he/she must leave a contact number where he or she can be contacted by the control room.

It is the responsibility of the member to take necessary steps to ensure that he or she can be contacted when on standby.

Members on standby will report for duty in working uniform and full fire kit. Member will be clean and neat when reporting for duty within 20 minutes after being called.

On written request the Chief Fire Officer may extend the time for reporting due to the location of the Fire Department.

No alcohol or any type of narcotics except medication that has been prescribed by a medical practitioner may be taken by members whilst on standby. Such medication that may negatively affect the safety at the workplace must be declared to the Shift Leader.

Members that fail to report on duty when called in will be dealt with as per Council Disciplinary Code.

Above rules will also apply to Station Commanders that are placed on a stand – by list to perform stand - by duties for the Fire Service after hours.
Only off-duty members will be allowed to stand in for a member that is on duty or on standby. (Hereafter party B)

The member applying for a stand in (hereafter party A) must hand in a fully completed official stand in application form at least 24 hours before the intended stand in date and time for consideration by the Station Commander.

The approved stand in application will be cancelled should any of the two parties fail to follow the procedure and agreement.

If Party B should not show up for the shift or stand – by as agreed upon, the stand in will be cancelled and Party A must report for duty as per normal (and vice versa).

All standby application forms must be approved by the Station Commander before time.
Vehicle inventories will be checked each morning and defects reported to the Shift Leader on a daily basis. The inventory of all equipment on vehicles will be checked before leaving the scene of an incident or where not possible due to specific circumstances, immediately after returning from an incident and defects is reported in writing to the shift leader without delay. The relevant Station Commander will be informed of all defects on vehicles, buildings and equipment.

Lost, stolen or damaged equipment that are not reported in writing within 24 hours of it happening, will be the responsibility of that particular shift to replace. If they fail to do so disciplinary action will be taken.

No personnel will use any equipment with out for personal gain.
All vehicles that are on run of this Fire Department will at all times be fully operational and ready for deployment.

Fully operational and ready for deployment means that the vehicles water tank will always be full of water, the vehicle will at all times be full of fuel and all equipment on vehicle will be present and in a working condition.

Vehicles that return from an incident will immediately be refuelled and refilled with water. Any equipment that may need attention will immediately be attended to.

Please note: this procedures is applicable to all vehicles and equipment and not only fire fighting vehicles.

All kilometres travelled will immediately after each trip be recorded in full on the kilometres travelled log sheet.

All fuel issued to a vehicle will be recorded on the fuel log of the particular vehicle. These logs will at all times accompany the vehicle and will only be removed at the end of each month.
BRIGADE ORDER : 13

DATED: 

ATTENTION: ALL STAFF

SUBJECT : TURN OUT ROSTER

The Station Commander will at commencement of each shift prepare or inform the personnel who will be on first turn out.

The roster will be display on the notice board and each staff member will ascertain for him/herself what his/her turnout position is.
BRIGADE ORDER : 14

DATED:

ATTENTION: ALL STAFF

SUBJECT: DRESS CODE

DRESS CODE

The following dress code will be strictly adhered to:

DRESS 1 : OFFICE DRESS
DRESS 1A : SUMMER DRESS (1 SEPTEMBER TILL 30 APRIL)

White Short Sleeve Shirt
Black Pants
Black Chelsea slip-on shoes or slip-on safety shoes
Black Socks
Rank Structure
Cap and Badge
Black Leather Belt
Name tag (metal or fabric)

DRESS 1B : WINTER DRESS (1 MAY TILL 31 AUGUST)

White Long or Short Sleeve Shirt
Black Pants
Black Chelsea slip-on shoes or slip-on safety shoes
Black Socks
Rank Structure
Cap and Badge
Black Leather Belt
Leather Jacket
Name tag (metal or fabric)

DRESS 2
DRESS 2A : OPERATIONAL DRESSES

Navy Blue Shirts
Navy Blue Pants
Black/Navy Socks
Combat Cap
Black Safety Shoes
Rank Structure
West Coast Fire Service Logo
Name tag 1 cm above right hand pocket
Windbreaker / Navy Blue Jacket

**DRESS 2B : PROTECTIVE CLOTHING**

- Fire Tunic
- Bunker Trousers
- Fire Safety Boots
- Fire Helmet with visor: White for officers, Yellow for fire fighters
- Safety Goggles
- Fire Fighting Gloves
- Flash hood

Always wear your protective clothing when you are on duty. Protective clothing shall be worn at all times while attending incidents.
An employee will receive a full issue of uniforms on the day of appointment and when necessary thereafter. All uniforms and items of protective clothing which an employee, in accordance with the directions of the Council or any law, is obliged to wear during the performance of his duties, shall be supplied free of charge by Council.

The Chief Fire Officer will ensure that uniforms are in a good, neat and wearable condition. Request for uniform will be forwarded by the shift leaders to the Station Commander in charge of uniforms.

Any item issued to an employee by Council shall remain the property of the Council.

Uniform shall be worn in the following prescribed manner:

1) All uniformed members shall wear uniforms while on duty
2) Only items of clothing officially issued to members as uniforms shall be worn whilst on duty
3) Uniforms shall be clean and tidy and properly worn at all times
4) A uniformed member shall wear uniform only when on duty or proceeding between residence and place of work or vice versa and in any case shall be out of uniform not later than 30 minutes after booking of duty unless given permission by his Station Commander.
5) Members leaving the fire service will return all uniforms and issues and any losses will be paid in full
6) No alterations may be made to any uniforms issued.

Uniforms issued to an employee may not be used for any other purpose except for the purpose for which it is issued by the Council.

All uniforms shall on the termination of service of the employee be returned by such employee to the Council, unless the Council decides otherwise?
BRIGADE ORDER : 16

DATED: 

ATTENTION: ALL STAFF

SUBJECT USE OF PROTECTIVE CLOTHING

Personnel that respond to incidents will be fully dressed in protective clothing e.g. fire tunic, fire helmet, gloves and fire boots before leaving the station.

Personnel will have all other safety items e.g. goggles etc. with them when they leave the station.

Under specific conditions only the incident commander may authorise personnel not to wear protective clothing or other safety items.

The protective clothing of off duty personnel will not be stored on the kit racks but will be locked away in their personal cupboards.

Always wear your protective clothing when on duty or attending to incidents.
STANDING ORDER : 17
DATED: : 1 FEBRUARY 2010
ATTENTION: : ALL STAFF
SUBJECT : ISSUE OF UNIFORMS

An employee will receive a full issue of uniforms on the day of appointment and when necessary thereafter.

Chief Fire Services will ensure that uniforms are in good neat and wearable condition. Request for uniform will be forwarded by the shift leaders to the Station Commander Fire Service.

1) all uniformed members shall wear uniforms while on duty
2) all uniformed members who wish to wear civilian clothes for any special function must obtain permission from the Station Commander Fire Service
3) only items of clothing officially issued to members as uniforms shall be worn whilst on duty
4) uniforms shall be clean and tidy and properly worn at all times
5) A uniformed member shall wear uniform only when on duty or proceeding between residence and place of work or vice versa and in any case shall be out of uniform not later than 30 minutes after booking of duty unless given permission by his Station Commander.
6) Members leaving the fire service will return all uniforms and issues and any losses will be paid in full
7) No alterations to any uniforms issued.
BRIGADE ORDER : 18

DATED: 

ATTENTION: ALL STAFF

SUBJECT: CONSUMPTION OF ALCOHOL

No alcohol and narcotics of any type shall be taken by members whilst on duty, standby duties or in uniform.

A member shall not render himself/herself unfit for duty by reason of the prior consumption of alcohol or other narcotic substance. Where it is evident from a member’s physical appearance or conduct that alcohol has been consumed prior to reporting for duty that member shall be regarded as being unfit for duty.

Any member, who is suspected of having consumed alcohol, will be obliged and may not refuse to undergo an Alco-test in the presence of his/her union representative. All details will be fully recorded in writing and signed by all parties and witnesses.

In cases where an alcohol tester is not available speech, eyes, body movement, smell of breath observation must be recorded (time, date, person present) in the presence of at least two witnesses. The employee will not be allowed to work the shift or do standby.

No employee while off duty shall be allowed on any premises of the West Coast District Municipality while consuming or under the influence of alcohol or any other intoxicating substance.

The employee shall be charged for misconduct.
BRIGADE ORDER :  19

DATED: : 

ATTENTION: : ALL STAFF

SUBJECT : LANGUAGE USE

No employee shall use abusive, insulting, obscene, threatening or blasphemous language in public or on the station premises, or any time while wearing the uniform of the West Coast District Municipality Fire Service.

Failure on the part of an employee to observe this Brigade Order shall be regarded as an act of misconduct.
BRIGADE ORDER  :  20

DATED:        :

ATTENTION:    :  ALL STAFF

SUBJECT      :  GAMBLING ON STATION PREMISES

Members of the service will not participate or promote at any time gambling on any station premises.

An employee who is aware or had knowledge of any gambling on any station premises must without delay report such activity to the Chief Fire Officer.
BRIGADE ORDER : 21

DATED: 

ATTENTION: : ALL STAFF

SUBJECT : JEWELLERY, MAKE-UP AND HAIR STYLES

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**Female Members**

**Jewellery**
Necklace, neck-chains, bangles, bracelets, ankle-chains, tow rings and belly rings shall not be worn when in uniform.

Female staff may only wear one stud-type earrings and only one in each ear lobe.

An engagement and/or wedding ring or one other ring may be worn when performing control room duty.

**Make-up**
A minimum of make-up, eye-shadow and lipstick shall be worn when on duty.

Nail varnish may be worn but must not be overdone.

**Hair**
Hair shall be kept clean and neat.

**Male Members**

**Jewellery**
No jewellery shall be worn when in uniform.

**Make-up**
No make-up shall be worn when on duty.

**Hair**
Hair shall be kept short, clean and neat.
All male members shall be clean shaven at all times when on duty or in uniform.
Employees will be allowed to have a moustache.
The purpose of salute and compliments is to promote the “esprit de corps” of the service and to achieve a high standard of discipline. This feature is necessary in times of fire fighting.

A salute is in fact the normal greeting between comrades in the fire service. That a salute is given when a subordinate meets an officer is a basic matter of discipline. That the salute is properly and smartly given is a matter of discipline.

Familiarity between subordinates and superiors are not allowed. Employees in uniforms should salute Fire Service Officers.

**ADDRESS**

Subordinates will address their superiors on their rank. Under no circumstances may any subordinate address his/her superior on his/her first name or surname.
BRIGADE ORDER : 23

DATED: 

ATTENTION: ALL STAFF

SUBJECT: NOTIFICATION OF OFFICERS ON STANDBY OF INCIDENTS AND EMERGENCY CALLS OUTSIDE NORMAL WORKING HOURS

The control room will notify the officer on standby as well as Station Commander of the station directly of all emergency calls.

Incident:

Refer to all internal occurrences such as:

1) serious IOD cases  
2) Shortage of personnel due to sick leave and requests for overtime  
3) Major vehicle breakdowns and when temporary replacement is required.  
4) Personnel and vehicle assistance are required from other stations at an emergency call

Emergency calls:

Refer to fires, rescues and special services that come under the attention of the West Coast District fire service by any means and by any station.
No “petty talk” shall be permitted on the radio.

Proper radio etiquette as per control room Standard Operating Procedure (SOP) shall be used at all times.

All emergency related messages will either be in the Afrikaans or English language. A third language may be used in non emergency related incidents.

No portable radio shall be left unattended.

Members shall ensure that unauthorised persons do not obtain access to the use of official radios.
The station commander will compile a monthly report as per pro-forma. In the absence of the station commander his assigned will compile the monthly report.

The station commander or in his/her absence his/her assigned, must certify that the report is correct.

The completed monthly report will reach the office of the Chief Fire Officer on or before the 3rd of each month. The Chief Fire Officer will ensure the combined monthly report will reach the office of the Manager: Protection Services on or before the 7th of each month.

The monthly report will consist of the following:

**Statistics/Operational Activities**
- Emergency calls attended
- Fire related calls
- Not fire related calls
- False alarms
- Kilometres travelled
- Manhours
- Water Used
- Foam Used

**Fire Prevention/Safety Activities**
- Inspections
- Re-inspections
- Fire investigations
- Consultations
- Fire hydrant inspections
- Overgrown plots
- Controlled fire inspections
Staff Training
Theoretical/ Lectures
Practical
Public training, demonstrations and station visits
Public attending training
Meetings attended
Damages
Deaths
Kilometres travelled
Other items for consideration
BRIGADE ORDER : 26

DATED: 

ATTENTION: ALL STAFF

SUBJECT : WEST COAST DISTRICT FIRE DEPARTMENT MEETINGS

The purpose/aim of meetings are to orderly raise and debate issues of mutual interest and communicate issues/decisions and policies to all parties involved in the department in order to manage an effective and efficient Fire and Emergency Department.

In order to achieve this objective it is necessary to institute and properly structure the meetings within the fire department as follows:

STATION MEETING

- This meeting will be held once a month with all the staff of the station. The Chief Fire Officer, Station commander, Platoon Commander or Shift leader will be chairman of the meeting.
- The date, time and venue of the next meeting will be determined at the first meeting.
- Items to be placed on the agenda will reach the Station Officer 14 days before the date of the said meeting.
- A written notice will be given and placed on the official notice board at least 7 days before the date of the meeting.
- The members present will constitute a forum and decisions taken at the meeting will be binding to all members of the station.
- The meeting will be structured as stipulated under “General”
- All issues/problems/policies/suggestions relating to the station may be discusses and debated and as far a possible finalised with a joint decision at the station meeting. Matters of a personal nature should be confidential between Management and the staff concerned. Any matter that concerns a staff member must be referred by the Chief or Station Commander to the Manager: Protection Services.
- Any matter that is not resolved or may result in for example new or altered policy/rules/working procedures will be referred to the Chief Fire Officer.
- Minutes and an attendance register will be kept of the meeting as stipulated under “General” of which a copy will be send to the Chief Fire Officer within seven days after the meeting took place. A copy
must also be circulated amongst the staff and available to all staff members of the station.

- If no minutes or attendance register has been kept, such meeting will be seen as not to have taken place and all decisions taken will be declared null and void.

**GENERAL**

The structure of the agenda applicable to all meetings:

1) welcoming
2) attendance register
3) apologies
4) items for general (only urgent matters in writing)
5) minutes of previous meeting (acceptance)
6) matters arising from previous meeting (feedback)
7) new items (report during month in writing)
   7.1
   7.2
   7.3
   7.4
   7.5
   7.6
7.6
8 general (as mentioned under point 4 of agenda)
9 closing of meeting
10 date, time, venue of next meeting

**The structure of minutes applicable to all meetings**

**Example 1:**

7.1 New items: TV repairs

The Chairperson, Mr A van Zyl, report to the meeting that the TV has broken down on 8 May and the quote from X-repair the set amount to R 100 – 00. After the matter was debated it was decided that: The quote of R 100-00 is accepted and the TV set be repaired and that the Chairman request a warranty.
Station Commanders will immediately after a training session complete the official training report form in full.

Training reports will be kept on the shifts personal file.

Training report forms will also be submitted when no training has taken place. The reason for missing the training session will be fully motivated.

Training reports must be submitted at the end of each month with each stations monthly report.

**NB: The nature of the training will be recorded in detail.**
Station commanders will keep a record of all capital assets and the record will be updated regularly as required eg. When new items are acquired or written off for whatever reason.

A copy of the asset register will be kept on each Fire Station and a copy will also be forwarded to the Chief Fire Officer.

When there is any change in the capital assets register the Station commander will inform the Chief Fire Officer.
The care and safety of all items of uniform, protective clothing, equipment including motor vehicles in care of personnel in the Fire Department, is the responsibility of the person to whom it has been issued. Gear locks will at all times be locked where fitted to vehicles.

A member shall immediately report such loss or damage to the shift leader in writing and cause an Occurrence Book entry to be made. The shift leader / platoon commander shall without delay report the damage/loss to the Station Commander in writing.
It is compulsory for any person in the possession of a Basic Ambulance Certificate and ANA diploma to register with the H.P.C.S.A.

The Station Commander must forward a list of names with proof of registration to the Station Commander responsible for Training.

Members not register with the H.P.C.S.A. will be charged with misconduct in terms of Councils Disciplinary Code.
The channel for communication for employee grievances and complaints shall be as follows:

a) Such grievances or complaints shall be submitted in writing to the employee’s shift leader.

b) Where a grievance of an employee is not resolved informally, as in par (a), the employee shall immediately, in writing, on the official grievance form, submit such grievance or complain to his Station Commander Fire Service.

c) In the event of the employee not being satisfied with the decision of the Station Commander Fire Service, the employee may submit the Grievance or complaint in writing on the official grievance form to the Chief Fire Officer who shall investigate the matter, take such steps as he may deem necessary and inform the employee, the Manager: Protection Services and the Director in writing thereof.

In the event of the employee not being satisfied with the decision of the Chief Fire Officer he/she may, through the Manager Protection Services submit a written appeal to the Director Community Service, where the Director will be informing the employee, Council and Chief Fire Officer.

Failure on the part of an employee to observe this Brigade order shall be regarded as an act of misconduct.
All members must take a minimum of 16 days annual leave where 10 days must be continues days. Members must plan their annual leave at the start of each year and Shift Commanders must submit a copy of the leave schedule for their station by not later than the 31 January of each year to the Station Commanders. The station commanders shall forward to the Chief Fire Officer.

Proper leave planning will ensure that all staff can take his/her annual leave. Annual leave application forms must reach the West Coast District Municipality Fire Service at least 1 month prior to commencing date of leave. Normal leave applications must be submitted no later than a week before commencing. Such application shall state why such member wants to take short leave.

Members must ascertain for themselves whether their application was successful or not before going on leave.

Members, who return from leave or sick leave and are directly on standby duties, will follow the normal procedure.
Members who wish to take less than 10 calendar days leave must apply in writing and hand it in at their Station Commander with motivation why leave is required. This must be done one week before the time leave is required. The Station Commander will submit his recommendation with the application of the member to the Chief Fire Officer for consideration. The leave will be considered on merit for each application and the need of the Fire Service will get preference.

Members must ascertain themselves whether their application was successful or not before going on leave.
A member that is sick or for any other reason unfit for duty must without delay consult a medical practitioner registered with the H.P.C.S.A.

In the event of a member booked off sick by a medical practitioner a sick certificate must be submitted to his/her Station Commander within two consecutive working days as applicable to normal hours of work and shift. As soon as a member are informed that he/she will be booked off sick for a certain period, it’s the responsibility of that member to immediately inform his/her Station Commander and an entry must be made in the occurrence book. In the case of a Station Commander they must immediately inform the Chief Fire Officer and such notice must also be entered into the occurrence book.

A member that is unable to report for duty must inform the Station Commander not later than 8:00 AM on the same day.

Non Compliance with this Brigade Order will make the person guilty of misconduct.
BRIGADE ORDER : 35

DATED: 

ATTENTION: ALL STAFF

SUBJECT : INJURIES ON DUTY

____________________________________________________________

Should a member of the service sustain an injury whilst on duty, the following persons will be notified by the shift leader.

1) Chief Fire Officer
2) Station Commander
3) Officer on Standby / after hours

The necessary documents must be completed and the completed forms must be send to the council employee responsible for safety.

No exception to this rule will be accepted as this is a serious matter that must be fully investigated.

____________________________________________________________
Official vehicles will be used for bona fide official duties only.

Members taking official vehicles to their residence shall park such vehicle inside the perimeters of his/her property. The vehicle shall be kept locked at all times, preferably in a lockable garage but in the event of it being impossible, the vehicle will be kept out of sight of other road users and or passers-by and behind a lockable gate/fence.

Private persons shall not be conveyed in official vehicles.

Members are not to repair or tamper with official vehicles. All defects must be reported to the Station Commander who will in turn report it to the Workshop.

Vehicle may not be left at home whilst the official is on leave or sick leave.

All kilometres travelled will immediately after each trip be recorded in full on the kilometres travelled log sheet.

All fuel issued to a vehicle will be recorded on the fuel log of the particular vehicle. These logs will at all times accompany the vehicle and will only be removed at the end of each month.
Except in the exercise of his/her official duties, an employee may not use the property or goods of the council or remove some from the Council premises or allow it to be used or remove unless the consent of the Station commander is sought and obtained by the employee and/or organisation.

The prescribed “Equipment on Loan” will not be allowed.
BRIGADE ORDER : 38

DATED: 

ATTENTION: ALL STAFF

SUBJECT: USE OF COUNCIL VEHICLES

USE OF COUNCIL VEHICLES (OFFICE HOURS)

Members using a Council vehicle for official purposes must ensure that when parking in a paid parking bay, the necessary money is paid for the time the vehicle will be using the parking bay.

Members using any Council vehicle for non-emergency purposes will obey all the traffic laws as set out in the National Road Traffic Act (Act 93 of 1996). Any member not obeying the laws as set out in the National Road Traffic Act will be guilty of misconduct in the use of Council property and contravening the regulations of the National Road Traffic Act. This offence will be seen as very serious and members will be disciplined according to the Disciplinary Code of the West Coast District Municipality.

Members will be responsible to pay all fines regarding traffic offences.

This is not applicable in emergency calls if prove can be given that such vehicle was enroute to an emergency incident.

Gear locks will at all times be locked where fitted to vehicles.

General

Official vehicles will at all times be parked under cover when such parking is available. Under no circumstances will vehicles be exposed to the elements when cover is available after normal working hours and over weekends.
BRIGADE ORDER : 39

DATED: 

ATTENTION: ALL STAFF

SUBJECT: DRIVING CONDUCT AND PARTICULARLY IN RESPONDING TO AN EMERGENCY

Members shall in the normal course of their duties set an example to other motorists and drive in a courteous defensive manner.

In the event of any emergency call, consider the following:

1) seriousness of call
2) location of call
3) distance from call

Bear the Road Traffic act in mind

The driver of a fire fighting vehicle, a rescue vehicle or a hazmat vehicle who drives such vehicle in the execution of his duties may disregard the directions of a road traffic sign which is displayed in the prescribed manner:

Provided that:

He/She shall drive the vehicle concerned with due regard to the safety of other traffic, and

In case of a fire fighting vehicle, a rescue vehicle or hazmat vehicle which shall be fitted with a device capable of emitting a prescribed sound, or with a bell, and with an identification lamp, as prescribed, and such device or bell shall be constantly sounded and such lamp shall be in operation while the vehicle is driven in disregard of the road traffic sign.

Units operating under emergency conditions shall when doing so, bear in mind that safety has the overriding consideration and shall not endanger themselves or others. Such a vehicle shall stop at a stop street and red robot. Shall approached either sign forms as mentioned above with consideration to the safety of other traffic and pedestrians.
Under no circumstances shall personnel or public be allowed to sit at the back of any emergency vehicle that is in motion.

No unauthorized public or personnel shall use any fire fighting vehicle assigned to the Fire Department. Vehicles assigned to the Fire Department will only be used for the function for which it was purchased. If used for any other function, written permission must be obtained from the Chief Fire Officer.
Staff booked on vehicles on which they have turned out to incidents or any general duties shall, if vehicle breaks down, remain with the vehicle until it has been towed by the workshop or service provider tasked to do so or repaired on site by the workshop or any other service provider tasked to do so.
BRIGADE ORDER : 41

DATED: 

ATTENTION: ALL STAFF

SUBJECT WEARING OF SEAT BELT

All Staff are herewith instructed to wear the seat belt when driving in a council vehicle as driver or as passenger as mandated by the National Road Traffic Act 1996.

National Road Traffic Act, 1996 National Road Traffic Regulations, 1999
Chapter VI : Fitness of Vehicles Part II : Equipment on or in respect of vehicles
213. Seatbelts

1) For the purpose of this regulation –
   a) an adult is a person over the age of 14 years or taller than one comma five metres; and
   b) a child is a person between the age of three years and 14 years, except where such person is taller than one comma five metres.
2) Any reference to a safety belt in these regulations shall be construed as a reference to a seat belt.
3) a) Motor vehicles which are required to be fitted with seatbelts in terms of the relevant requirements as contemplated in regulation 216, shall be fitted with seatbelts in accordance therewith.
   b) In addition to the requirements of paragraph (a), no person shall operate a minibus the gross vehicle mass of which exceeds 2 500 kg, unless seatbelts are fitted to the space on the front seat occupied by the driver, and if such front seat has seating accommodation for passengers, unless seatbelts are fitted for the driver and at least one passenger.
   c) No person shall operate a motor vehicle on a public road unless the seatbelts fitted to such motor vehicle are in good working order.
   d) Seatbelts fitted to a motor vehicle may only be removed for repair or replacement purposes and such motor vehicle may not be used on a public road while such seatbelts are being repaired or replaced.
4) No adult shall occupy a seat in a motor vehicle operated on a public road which is fitted with a seatbelt unless such person wears such seatbelt: Provided that the provisions of this regulation do not apply
while reversing or moving in or out of a parking bay or area.

5) No adult shall occupy a seat on a row of seats in a motor vehicle operated on a public road which is not fitted with a seatbelt, unless all other seats on such row which are fitted with seatbelts, are already occupied.

6) The driver of a motor vehicle operated on a public road shall ensure that a child seated on a seat of the motor vehicle –
   a) where it is available in the motor vehicle, uses an appropriate child restraint; or
   b) if no child restraint is available, wears the seatbelt if an unoccupied seat which is fitted with a seatbelt is available.

7) If no seat, equipped with a seatbelt is available in a motor vehicle the driver of the motor vehicle operated on a public road shall ensure that a child shall, if such motor vehicle is equipped with a rear seat, be seated on such rear seat.

8) a) A seatbelt shall comply with the standard specification SABS 1080 "Restraining devices for occupants of adult build in motor vehicles (Revised requirements)" and bear a certification mark or approval mark.

   b) A child restraint shall comply with the standard specification SABS 1340 "Child restraining devices in motor vehicles" and bear a certification mark or approval mark.

9) The MEC may exempt a person from the provisions of this regulation on such medical grounds and under such conditions he or she may deem expedient

10) An exemption from wearing a seatbelt in a prescribed territory shall be deemed to be an exemption in terms of subregulation (9) for the period of validity thereof.
All staff are herewith instructed to drive in accordance with the National Road Traffic Act 1996 when responding to emergencies.

National Road Traffic Act, 1996 Chapter IX : Road traffic signs and general speed limit 60. Certain drivers may exceed general speed limit

1) Notwithstanding the provisions of section 59, the driver of a fire-fighting vehicle, a rescue vehicle or an ambulance who drives such vehicle in the carrying out of his or her duties, a traffic officer who drives a vehicle in the carrying out of his or her duties or any person driving a vehicle while engaged in civil protection as contemplated in an ordinance made in terms of section 3 of the Civil Protection Act, 1977 (Act No. 67 of 1977), may exceed the applicable general speed limit: Provided that –

   a) he or she shall drive the vehicle concerned with due regard to the safety of other traffic; and

   b) in the case of any such fire-fighting vehicle, rescue vehicle, ambulance or vehicle driven by a person while he or she is so engaged in civil protection, such vehicle shall be fitted with a device capable of emitting a prescribed sound and with an identification lamp, as prescribed, and such device shall be so sounded and such lamp shall be in operation while the vehicle is driven in excess of the applicable general speed limit.
An official vehicle involved in an accident, will under no circumstances be removed from the scene unless so directed by a Traffic Officer or a South African Police Service member.

The following persons and/or parties must immediately be contacted by the relevant control room e.g.

1) Director of Department
2) Manager: Protection Services
3) Chief Fire Officer
4) Station Commander
5) Officer on Standby
6) Traffic Department
7) The SAPS
8) Workshop official

When an emergency and/or official vehicle en route to an incident is involved in an accident, the necessary road marks should be made and a member of the crew left at the scene where after the emergency vehicle proceed to the incident. Should people be injured or killed in the incident, will the vehicle not leave the scene but render assistance. The control room will be notified and another vehicle dispatched to the incident.
BRIGADE ORDER: 44

DATED: 

ATTENTION: ALL STAFF

SUBJECT: EQUIPMENT ON COLOUR CODE

The following colour code on equipment has been allocated:

<table>
<thead>
<tr>
<th>STATION</th>
<th>COLOUR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MALMESBURY</td>
<td>PURPLE</td>
</tr>
<tr>
<td>MOORREESBURG</td>
<td>YELLOW</td>
</tr>
<tr>
<td>PIKETBERG</td>
<td>ORANGE</td>
</tr>
<tr>
<td>VREDENBURG</td>
<td>GREEN</td>
</tr>
<tr>
<td>CLANWILLIAM</td>
<td>BLUE</td>
</tr>
<tr>
<td>VREDENDAL</td>
<td>RED</td>
</tr>
</tbody>
</table>

Station Commanders must ensure that all the station equipment is marked with the colour code. Fire hoses must be marked in the middle as well as on both ends.

Colour code must be a strip of 5 cm wide.
BRIGADE ORDER : 45

DATED: 

ATTENTION: ALL STAFF

SUBJECT NEWS MEDIA

No member may make any press release or give any information or data to the media. All members of the media must be referred to the liaison officer of the West Coast District, Municipal Manager or Director.
Employees must obtain permission from the Manager Human Resources to be absent from the workplace on union business and accurate statistical records should be kept of all times spent on union business. Such time off will only be approved in consultation with the Chief Fire Officer. Operational preparedness will be given preference. For this purpose all trade union representatives must in future keep separate records of the hours used for trade union meetings.

The hours used for trade union activities must be booked in an attendance register.

No Fire Department vehicles will be used to conduct Union business.
The Chief Fire Officer may place any Station Officer on shift, should the need arise in order to make sure that the Service will encounter a shortage of staff at any given moment or for a certain period of time. Such Station Officer/s will be informed in writing of such arrangements.
This department will not be involved in the call-out of breakdown services. All requests for their assistance will be channelled to the West Coast Emergency Services control room at Moorreesburg.

Members will at no time notify breakdown services of any incidents.

A member may not act as an agent or informer for breakdown services irrespective whether on or off duty

Any member found guilty of such offence shall be deemed to be guilty of misconduct.
I, _________________________, ID No.: _________________________,
Staff No.: _________________________, herewith declare that the content of
this document has been discussed with me.

I declare that I understand the content within this document and that I shall obey
these instructions. I understand that non compliance with these instructions may
lead to disciplinary actions against me.

__________________________  _________________________
SIGNATURE  DATE

__________________________  _________________________
STATION OFFICER  DATE

__________________________  _________________________
WITNESS  DATE