



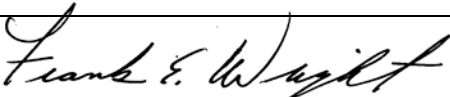
APPARATUS & EQUIPMENT INFORMATION

SUBJECT **Ordering of Oxygen Cylinders**

REFERENCE NUMBER AP-06-03

EFFECTIVE DATE January 01, 2006

Signature of Approval


Frank E. Wright, Fire & Rescue Chief

TO: Career Staff of Station 5

FROM: Capt. Frank Moore

Because of a delivery charge that the Department pays with every delivery of oxygen cylinders, it has been determined that oxygen shall be ordered only when a minimum quantity is needed. That quantity is at least 2 or more M cylinders and 2 or more smaller cylinders (D or Super D), one M cylinder and 4 or more smaller cylinders, or 6 or more smaller cylinders (with no M cylinders needed).

With the current inventory of cylinders at Station 5, this should not cause a shortage of available cylinders at any time. However, this will be closely monitored, and you must notify the office if a shortage occurs.

It is important that you call the other stations before placing an order of oxygen delivery, in order to determine the direct quantity of cylinders needed the next day. Remember that an empty cylinder must be picked up by Valley Home Care for each cylinder delivered. Also, no cylinders shall be removed from storage without replacement unless authorized by an administrative officer.