



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Training	SOP: 12.1
Subject: Station Library Books	Executed: December 13, 2010 January 9, 2012 Revised: February 5, 2013 July 23, 2014 May 19, 2016
Approved:  Scott Cullers, Fire Chief	Revised:  Allen Baldwin, Fire Chief

SCOPE

To develop a procedure to manage each stations library.

INVENTORY

The following textbooks have been purchased for each station to be added to their current library inventory:

- **Jones & Bartlett Fundamentals of Firefighter Skills, 3rd edition.** ISBN # 978-1-284-05965-6
- **IFSTA Fire & Emergency Services Officer, 4th edition.** ISBN # 0-87939-281-9
- **Ladder Company Fireground Operations, 3rd edition.** Richman, H. ISBN # 978-0-7637-4496-0
- **Engine Company Fireground Operations, 3rd edition.** Richman, H. ISBN # 978-0-7637-4495-3
- **Fire Officer's Handbook of Tactics, 3rd edition.** Norman J. ISBN # 978-1593-159370-062-4
- **Brady Emergency Care, 11th edition.** ISBN # 978-0-13-500523-1
- **IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd edition, 2015.** ISBN # 978-0-87939-571-1
- **National Incident Management System (NIMS), 2008**
U.S. Department of Homeland Security, http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf

PROCEDURE

1. Books shall not be removed from the station, nor may they be loaned out to anyone.
2. Station Officers shall ensure that the books are kept in a secure area.
3. All library books shall be inventoried on a recurring cycle as defined by the station Lieutenant.
4. Books may be used by any career and volunteer personnel within their stations for study purposes.
5. Textbooks are to supplement the current inventory that exists at each station.
6. Newer versions of books will take precedence over an older version / edition.