

**CITY OF DANIA BEACH  
FIRE DEPARTMENT  
INTER-OFFICE MEMORANDUM**

**GENERAL ORDER 2010 - 06**

**TO:** All Personnel  
**FROM:** Deputy Chief Cassano  
**RE:** SCBA Repairs  
**DATE:** September 20, 2010

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**ORGANIZATIONAL PILLAR:**

**Health, Safety, and Wellness, Operational Improvement, and Fiscal Responsibility**

**RATIONALE:**

This general order has been written to improve the way we care for and maintain SCBA airpacks/bottles.

**OPERATIONAL GUIDELINE:**

From this point forward it will be necessary to take the following steps when handling SCBA airpack/bottles.

- When connecting a bottle to an airpack it is important to make sure the hose is seated properly on the valve. If the bottle is not properly connected, there is an increased chance of the O-ring being damaged.
- When an SCBA unit is not functioning properly and needs to be taken out of service, the appropriate tag must be used. These tags can be found on the workbench and in the SCBA room. Please remember to include the type of repair needed, unit number, and name of the person reporting the problem.
- All bottles/airpacks in need of repair must be kept in the SCBA room. Placing breathing apparatus on the workbench increases the chance of it becoming contaminated by oil, fuel, grease or dirt.
- When you discover a bottle that is empty or needs to be topped off, it must be filled as soon as possible. Do not leave it for the next crew.