

SECTION 800 SUPPORT



City of Miami Beach

FIRE - RESCUE DEPARTMENT. Date Created x/xx/yyyy

ISSUE DATE 10/24/2025

SOG# _____

PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Air Tech Duties	Digna Abello, Fire Chief

POLICY:

This policy describes the proper maintenance, training, use, and cleaning for self-contained breathing apparatus (SCBA) in order to ensure the safety of City of Miami Beach Fire Department personnel.

SCOPE:

Perform inspections and technical maintenance for the City's self-contained breathing apparatus (SCBA), air systems and related equipment for the Fire Department.

AIR TECH QUALIFICATION:

Air Tech qualifications may be found in the current Bid document.

AIR TECH DUTIES:

1. Receives and inspects equipment, tools and self-contained breathing apparatus to evaluate wear and determine need for repair, maintenance or replacement.
2. Maintains SCBA equipment as necessary to meet preventative maintenance guidelines and requirements, including performing function flow tests, replacing used or worn parts, installing seals and "O" rings and cleaning air masks using a variety of specialized and standard tools.
3. Troubleshoots and repairs small electronic devices such as personal alert safety alarms and thermal imaging equipment.
4. Examines equipment to determine necessary repair or maintenance work; conducts diagnostic computer testing; consults with equipment operator to obtain input on problems; diagnoses problems; determines parts/supplies necessary to conduct repairs;
5. Visually checking the SCBAs for damages, running computerized tests on the SCBA functions during annual testing beginning 6 months before the annual date.
6. Ensures cylinders are hydrostatically tested as required; maintains high pressure breathing air cylinders and compressors.
7. Maintains SCBA test equipment and performs SCBA fit testing to meet OSHA requirements.
8. Maintains comprehensive records of all inspections, repairs and service work performed on SCBA, regulators, cylinders, and compressors to ensure compliance with established standards and the National Fire Protection Association;
9. Responsible for acceptance inspections and make ready preparation work on all SCBA and related equipment.



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PROCEDURE: Air Tech Duties (2)	Digna Abello, Fire Chief

10. Conveys status of SCBA requests for equipment that come in for repair/inspection and forecasts need for future replacements.
11. Monitors and maintains inventory of equipment and supplies, ensures availability of adequate supplies and initiates requests for new or replacement materials, supplies and equipment.
12. Troubleshoots, repairs, maintains and rebuilds fire department equipment such has nozzles, hoses, rabbit tool, saw, etc.
13. Performs general cleaning/maintenance tasks necessary to keep equipment, and tools in operable condition, washing/cleaning equipment, or cleaning shop/work areas.
14. Fill SCBA air bottles from the cascade system during emergency operations or to fill depleted air bottles.
15. Fill M/D cylinders from 02 cascade system as needed.
16. Place order of T-cylinders when needed.
17. Daily inventory and running all equipment on the air truck including compressor.
18. Performing tests and maintenance on high pressure air compressors and valves; installing and maintaining oxygen cascade systems.
19. On the 1st of the month, samples carbon monoxide meters, and takes quarterly air samples.
20. Requisitions tools, parts, supplies, and equipment to be ordered.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Apparatus Waxing Schedule	Digna Abello, Fire Chief

POLICY:

The below schedule shall be followed for the waxing of all Fire Department fire apparatus.

SCOPE:

This applies to all fire apparatus assigned to the Fire Department.

PROCEDURE:

All Station Officers will ensure that the following waxing schedule is followed. Support Services will advise of any necessary changes to the below schedule and will advise which reserve vehicles to wax on the scheduled Sundays.

Station 1

Quarterly Wax Schedule – March, June, September, December

FIRST SUNDAY	Eng. 1, Ladder 1, Rescue 1, Rescue 11
SECOND SUNDAY	Dually Truck, 1 Reserve Rescue Truck
THIRD SUNDAY	1 Reserve Rescue Truck, 1 Reserve Engine

Station 2

Quarterly Wax Schedule – March, June, September, December

FIRST SUNDAY	Eng. 2, Rescue 2, Rescue 22, Air Truck
SECOND SUNDAY	Captain 5 & 300 Vehicles, Reserve expeditions for Capt. 5 and 300
THIRD SUNDAY	Engine 22 (Parade Piece), ALL GATORS at Station 2



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PROCEDURE: Apparatus Waxing Schedule (2)	Digna Abello, Fire Chief

Station 3

Quarterly Wax Schedule – March, June, September, December

FIRST SUNDAY	Eng 3, Rescue 3, Ladder 3, Gator at Station #3
SECOND SUNDAY	Both Flusar Trailers
THIRD SUNDAY	2 Reserve Rescue Trucks, 1 Reserve Engine

Station 4

Quarterly Wax Schedule – March, June, September, December

FIRST SUNDAY	Eng 4, Rescue 4, Reserve Ladder, Gator at Station #4, Rescue 44
SECOND SUNDAY	Reserve Rescue, 1 Reserve Engine
THIRD SUNDAY	1 Reserve Rescue Truck, 1 Fire Shop Pick Up Truck, 1 Fire Shop Mechanic Truck



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Borrowing of Tools & Equipment	Digna Abello, Fire Chief

POLICY:

It is the department's policy to lend equipment and tools only for use in the promotion of fire safety and public education. Fire Department tools and equipment will not be issued for personal use or for the benefit of third parties except for the promotion of fire safety and public education.

SCOPE:

This policy applies to all department employees borrowing equipment for use while off duty.

PROCEDURE:

- I. Personnel will submit requests to borrow equipment to the Support Services Captain in writing via the chain of command including the following information.
 - A. Where and when the event will take place
 - B. Intended audience and nature of the event
 - C. List of equipment and how it will be used
- II. Once approved tools and equipment will be issued on the individual's shift preceding the event and will be returned to Support Services clean and in the same condition as issued on the shift following the event. Exceptions will be made to accommodate weekends and R days only. The Support Services Captain will maintain a written log of issued equipment. The individual borrowing the equipment is responsible for ensuring that an entry is made on the log by a member of support services when the equipment is returned. Support Services personnel accepting returned equipment will inspect and inventory the equipment before logging it as returned in satisfactory condition.
- III. The following limitations will be used:
 - A. Tools and equipment will be issued only for demonstration by the firefighter
 - B. Power tools will not be issued (hydraulic, pneumatic or fuel operated)
 - C. Ladders will not be issued
 - D. Fire Apparatus vehicles will not be issued.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Bunker Gear Maintenance	Digna Abello, Fire Chief

POLICY:

The following policy shall be followed for Bunker Gear Maintenance. The Miami Beach Fire Department will ensure that the minimum standards NFPA 1851 for cleaning of bunker gear are met or exceeded annually.

SCOPE:

This policy applies to all Fire Department emergency response personnel.

BACKGROUND:

Maintaining the cleanliness of bunker gear is of critical importance. Research studies have shown that soiled or contaminated bunker gear is hazardous to fire fighters' health and can reduce the protection provided by the gear. A number of hazards are presented to the fire fighter by soiled or contaminated bunker gear including toxic and carcinogenic substances that can enter the body through inhalation, ingestion or skin absorption. Soiled bunker gear also tends to absorb radiant heat rather than reflect it.

PROCEDURE:

Bunker gear shall not be washed in the station washing machines and will not be taken home for cleaning to prevent cross contamination. The Support Services Division will coordinate and schedule the cleaning of all personnel's bunker gear with a certified vendor. Minor repairs will also be made by the cleaning vendor at that time. All bunker gear will be turned in for cleaning / repairs for the following:

- I. Any time bunker gear is used in fire conditions, the gear must be turned in to Support Services for cleaning.
- II. Any bunker gear that has been excessively dirty from common contaminants must be turned in to Support Services for cleaning.
- III. Any bunker gear that has been exposed chemicals, pesticides, bloodborne pathogens or other hazardous materials must be turned in to Support Services for cleaning.
- IV. Bunker that needs repairs must be turned in to Support Services for cleaning and repairs.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Bunker Gear Maintenance (2)	Digna Abello, Fire Chief

- V. Any firefighter who is concerned about their bunker gear, whatever level of contamination, may turn it in to Support Services for cleaning.
- VI. Every Monday, Station Officers will inspect the bunker gear of all fire personnel assigned to their station. Any bunker gear that is found to be contaminated or in need of repair will be turned in to Support Services immediately.
- VII. Replacement Bunker Gear is available at Support Services if it needs to be replaced during a shift.

PROCESS FOR TURNING IN BUNKER GEAR TO BE CLEANED OR REPAIRED:

- I. Gear needing cleaning or repairs will be placed in the large gray bin located in the south engine bay at Station #2 (beside Engine 2)
- II. Forms are located next to the gray bin. Complete the form and place in the radio pocket of your bunker gear jacket. Then place the gear in a plastic bag and place inside the bin.
- III. All bunker gear turned in for cleaning and/or repairs will be available for pick up from Support Services within 48 hours (allow exceptions during any Holiday period). Clean / repaired gear will be placed in the room off the entrance of the hose tower where detail radios and laptops are stored
- IV. If replacement gear is needed see the Captain or Chief of Support Services. If after hours, see your Suppression Division Chief.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Equipment Maintenance	Digna Abello, Fire Chief

POLICY:

Suppression activity equipment carried on all Miami Beach Fire Department fire or rescue apparatus vehicles will be kept in a state of readiness at all times.

SCOPE:

This policy applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

When equipment that is used in suppression activities is found to be damaged, lost, or defective the assigned Driver Engineer will:

- I. Notify the Company Officer (CO) immediately. The Company Officer will notify the Suppression Division Chief if the damaged, lost, or defective equipment will affect their response.
- II. For damaged or defective equipment, tag it and return it to a member of the Support Services Division for repair and/or replacement. All replacement requests will have to be accompanied by with a Lost/Damaged/Stolen equipment form (located in PowerDMS) signed by your Company Officer and Suppression Division Chief.
- III. The driver will document all damaged, defective or lost equipment in the apparatus daily and in the apparatus logbook.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Fire Apparatus Maintenance	Digna Abello, Fire Chief

POLICY:

The following policy shall be followed for Fire Apparatus Maintenance. All fire apparatus vehicles will be maintained in a state of readiness at all times.

SCOPE:

This policy applies to Fire Department personnel.

PROCEDURE:

- I. **Routine** – Cleaning and inspection for all front-line fire apparatus and any reserve fire apparatus that is assigned to a fire station.
 - A. Daily, at the beginning of each shift, the Driver Engineer(s) assigned to the station will:
 1. Inspect to ensure that all mechanical components are in working order.
 2. Check all fluid levels and refill to the appropriate level if necessary.
 - Fuel – Oil – Coolant – Water Tank
 - Fuel will be added when the level drops below $\frac{3}{4}$ full
 3. Check, and correct, if necessary, the air pressure on each tire.
 4. Check the brake pressure.
 5. Inventory all tools and equipment. If anything is missing or damaged, the Driver will notify the Company Officer immediately.
 6. Ensure the clean appearance of the fire apparatus at all times.
 - B. Weekly, at the beginning of each shift, the driver(s) assigned to the station will:
 1. Reverse-flush the pump, exercise and lubricate gate valves; Examine and clean pump strainers (Tuesdays).
 2. Inspect all self-contained breathing apparatus (Wednesdays).
 3. Remove, clean, and inspect all ladders (Thursdays).
 4. Inspect the exhaust system and inspect and run all small engine equipment (Fridays).
 5. Remove, clean and inspect all equipment and clean all compartments (Saturdays).



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PROCEDURE: Fire Apparatus Maintenance (2)	Digna Abello, Fire Chief

6. Make a notation in the apparatus logbook of the work that was performed. If for some reason the work could not be performed, this notation will also be made.
- C. Monthly, on the first Sunday of each month, whichever shift is on-duty, the driver(s) assigned to the station will test soft suction hose by hooking to a hydrant and with all ports closed, fully open the hydrant.
- D. Quarterly, on the first Sunday of December, March, June, and September, whichever shift is on duty, the driver assigned to the station will wax the assigned fire apparatus.
- E. Quarterly, on the second Sunday of April, July, and October, whichever shift is on-duty, the driver(s) assigned to the station will remove and reload all fire hose with folds in different places on the assigned fire apparatus.
- F. In addition to the above maintenance procedures, on a daily basis, drivers of aerial ladder apparatus will:
 1. Check and record the hour meter indication before use.
 2. Check the hydraulic fluid level and refill if necessary.
 3. Check and record the saddle air tank pressures and refill if necessary.
 4. Engage the PTO and set jacks.
 5. Elevate, rotate, extend and bed the aerial device.
 6. Check for hydraulic leaks and record the hour meter indication again.
- G. The Company Officer (CO) will:
 1. Assign crewmembers to assist the driver when necessary.
 2. Inspect all front-line and reserve apparatus assigned to their station to ensure that all work is performed as required and that all proper notations are entered into the apparatus' logbook and Daily Vehicle Inspection form.

II. Fire Apparatus Mechanical Defect

If a fire apparatus mechanical defect is discovered the assigned driver will:

- A. Notify the (CO) immediately.
- B. Assist in determining the immediacy of the concern



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Fire Apparatus Maintenance (3)	Digna Abello, Fire Chief

1. If the defect precludes normal response, the CO will notify the Suppression Division Chief who will decide to switch to a reserve apparatus.
 - If the apparatus can be driven, it will be driven to the Fire Shop.
 - If it cannot be driven, it should be left in place with appropriate safety precautions and the CO will advise the Suppression Division Chief who will arrange for towing services.
2. If the defect is of a less urgent nature, and normal response is possible, the CO will notify the Suppression Division Chief who will make arrangements with the Support Services Division for repairs as soon as possible.
 - The apparatus will be driven to the Fire Shop for scheduled repairs.
 - The apparatus may remain in-service if the repair is possible in a reasonable amount of time for response with a slight delay.
 - If the apparatus needs to be switched out due to extended repair time, the CO will notify the Suppression Division Chief.
- C. Report the Mechanical Defect Report (MDR) via phone call followed by an email to 300 and make an entry in the apparatus' logbook to indicate the defects found and action taken.

NOTE: Only Fire Shop Mechanics will make repairs to apparatus vehicles or equipment unless otherwise authorized by the Suppression Division Chief or the Support Services Division Chief.

III. General

- A. The Fire Shop supervisor will develop and maintain a preventative maintenance schedule for all Fire Department Apparatus. The Division Chief of Support Services will oversee this and ensure that the maintenance schedule is followed.
- B. All Fire Department Pump will be tested annually by an outside company. The Fire Shop Supervisor will handle schedule the Fire Pump test for each Fire Engine and Ariel Apparatus.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Fire Apparatus Maintenance (4)	Digna Abello, Fire Chief

- C. All Aerial Apparatus and ground ladders will be inspected, and service tested annually by an outside company. The Fire Shop Supervisor will handle the scheduling for this.
- D. The Driver Engineer of each Fire Apparatus will report any defects or issues with their apparatus to his/her Company Officer immediately.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance	Digna Abello, Fire Chief

POLICY:

To establish a guideline to indicate the proper maintenance, training, use, and cleaning for self-contained breathing apparatus (SCBA) in order to ensure the safety of City of Miami Beach Fire Department personnel.

SCOPE:

This policy applies to all City of Miami Beach Firefighter that the use of SCBA is required at ***all*** firefighting operations, including those operations involving vehicles, dumpsters, rubbish, Carbon Monoxide (CO) and other gas or odor investigation

calls. This includes inside operations, and also outside positions where personnel may be exposed to smoke or other potentially toxic IDLH conditions. During these incidents, positive pressure SCBA must be worn at all times unless otherwise ordered by the officer in command.

PROCEDURE:

Inspection and Records:

SCBA are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employees. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use by (810s)

2. Personnel shall make daily inspections of the S.C.B.A. at the beginning of each shift, after each use, and at any other time it may be necessary to render the equipment in a ready state of condition. The user must do visual inspections of the entire unit for deteriorated components, missing or nonfunctioning components. If there is any S.C.B.A. that is found to be functioning improperly, it will be taken out of service, tagged with description of problems, reported to 810 and immediate officer in charge, and replaced immediately.
 - a. Face piece
 - i. Check for cracks or damage to the lens
 - ii. Check for the face seal for cracks, cuts or other damage



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PROCEDURE: SCBA Maintenance (2)	Digna Abello, Fire Chief

- iii. Verify the nose cup is properly positioned inside the face seal chin cup and that the nose cup is properly seated between the flanges of the voice transmitter ducts.
- b. Head straps;
 - i. Breaks or Tears
 - ii. Broken buckles
 - iii. Check for loss of elasticity, damage or missing parts
- c. Valves
 - i. Residue or dirt
 - ii. Damaged to valve or valve material
 - iii. Check to ensure that the breathing regulator purge valve (red knob on regulator) is closed (full clockwise position).
- d. Gauges, regulators, head light display & Air Lines
 - i. Damage to or inaccuracy within 100 psi of cylinder
 - ii. Leaks
- e. PASS alarm
 - i. Operation
 - ii. Battery Condition
 - iii. Ensure that vibe-alert and integrated PASS alarm activates when unit is turned on.
 - iv. After unit is turned on, check and verify that pressure readings on the remote pressure gauge and cylinder gauge do not have a major discrepancy. Check for leaks and remove from service if found.
- f. Body Harness
 - i. Tears, rips, fraying or otherwise damaged straps
 - ii. Broken buckles



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (3)	Digna Abello, Fire Chief

g. Cylinder

- i. Hydrostatic test date within 5 years of last stamp
 - ii. General cylinder condition:
 1. Visually inspect cylinder for dents or gouges in metal or in fiberglass wrapping.
 2. Cylinders which show damage or exposure to high heat or flame, such as paint turned brown or black, decals charred or missing, gauge lens melted or elastomeric bumper distorted, shall be removed from service.
 3. Check for damage of the cylinder valve hand wheel and threads
 4. Check and verify the cylinder reads full
2. Out of Service Equipment
- a. SCBAs or face pieces that are defective or that have defective parts shall be taken out of service immediately
 - b. Be reported immediately to officer in charge & 810 or Support Service Training division and be marked as out of service with department supplied tags with Name, Unit, Date and brief description of the problem.
3. Members shall achieve a NON-LEAKING face piece-to-skin seal WITH THE MASK. Facial hair shall not be allowed at points where the S.C.B.A. face piece is designed to seal with the face. INDIVIDUAL MEMBERS SHALL BE ACCOUNTABLE FOR COMPLIANCE WITH THIS REQUIREMENT. Annual fit-testing will be conducted.
4. A qualified person (810) shall conduct annual inspections and service of the S.C.B.A; this inspection shall be performed per manufactures recommendations and NFPA 1852
- a. Qualifications for (810) can be found in the current Bid document.
 - b. Annual inspection and servicing of SCBA by qualified personnel includes:
 - i. Disassembly of the SCBA into major components
 - ii. Flow testing of the regulator
 - iii. Disassembly and cleaning of the regulator
 - iv. Replacement of worn parts, or those recommended by the manufacture



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (4)	Digna Abello, Fire Chief

- v. Disassembly of the low-air alarm and cleaning and replacement of component parts as necessary
- vi. Cleaning and replacement of components of the facepiece and harness assembly, and replacement of component parts as necessary
- vii. Reassembly of the entire SCBA and testing for proper operation of all components.
- viii. Proper recording of all performed maintenance on record keeping forms
- ix. Visual inspection of SCBA cylinders.

Maintenance & Training:

1. Wednesday is the Weekly maintenance checks by the company officer:
 - a. Any deficiencies shall be reported to the 810 or Support Service Lieutenant.
2. SCBAs that need maintenance work done to them; will be done by trained maintenance personnel only. If repair work is needed on a SCBA it shall be taken out of service, tagged with a note describing the problem, and reported to the officer in charge and on duty 810.
 - a. Personnel shall never attempt to repair and place back in service any component of the SCBA unless said personnel are duly qualified (810) to make such repairs per the manufacturer's specifications and guidelines and that all required documentation and certificates are on file.
3. Annual fit test program shall be conducted on each firefighter qualified to wear a SCBA beginning January.
 - a. Personnel shall demonstrate competence in the proper donning and doffing procedures, identifying hazardous areas, and knowledge of equipment at least once a year.
4. No components will be replaced, or repairs made beyond those recommended by the manufacturer, except by those trained by the manufacturer to do such repairs. Repairs beyond the scope of our trained personnel will be conducted by the manufacturer or their designee.
5. Stored SCBA packs will not have batteries to prevent battery leaking. Assure that batteries are in place prior to putting SCBA back in service.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (5)	Digna Abello, Fire Chief

- a. SCBA will be given a complete check before being placed back in service

Emergency Scene Use:

1. SCBA will be used by all firefighter who are exposed to respiratory hazards or exposed to such hazards without warning. The hazard shall include car fires, dumpster fires, interior structure fires, in a contaminated atmosphere, in an atmosphere which is oxygen deficient, active fire area, in a potential explosion or fire area, including gas leaks and fuel spills, over-haul, in any confined space which has not been tested to establish respiratory safety.
2. When using a SCBA, firefighter shall use the "buddy check", to inspect SCBA and personal protective equipment, be monitored for indications of fatigue, and work with a minimum of one other firefighter that is in constant communication with each other.
3. When the evacuation signal is sounded (3 long blasts of an air horn, pause then repeated) everyone inside hazardous area will immediately withdrawal from the building and report to staging for PAR.

Face Piece Seal:

1. Fit Testing is required for all personnel wearing SCBA
2. Fit testing will be conducted in accordance with the following schedule and shall be conducted by trained personnel (810):
 - a. Annually beginning in January
 - b. On each firefighter qualified to wear a SCBA.
 - c. When there are changes in the employee's physical condition that could affect respiratory fit (obvious changes in body weight, facial scarring, etc.)
 - d. Eye glass frames, facial hair, and beards that interfere with the seal of the face piece shall be prohibited.

Cascade System- Air Truck/Air Trailer:

1. Only trained (810) shall fill air bottles from the cascade system.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (6)	Digna Abello, Fire Chief

2. Training in the operation of the Air Truck cascade system shall be performed by the assigned training officer and qualified factory service technician.
3. Qualified personnel shall follow all procedures outlined by owner's manual.

Cleaning and Returning to Service:

1. SCBA are to be cleaned and disinfected after each use.
 - a. Do not wash with acetone, alcohol, white spirit, or Trichloroethylene
 - b. Wash with warm water and mild detergent, and then rinse with warm water
2. Clean face piece with 10:1 warm water and soap, rinse with warm water.
3. Replace air cylinder with full (4500 psi) air cylinder
4. The SCBA need to be fully dried before they are returned to service.
5. Storage of SCBA shall be in their designated place on the apparatus.
6. Masks shall be stored in plastic or nylon bags, or enclosed apparatus cabs to prevent exposure to road dirt or other contaminates.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Uniform Ordering	Digna Abello, Fire Chief

POLICY:

The following Uniform policy shall be followed for issuing personal uniforms to all Miami Beach Fire Department personnel.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

- I. Uniforms will be ordered annually during the months of January and February for all members of the Fire Department.
- II. The Support Services Division will notify personnel via email of when the annual ordering of uniforms will take place.
- III. When uniforms are newly issued, a "Clothing Request" form must be filled out by each employee, accurately detailing each item(s) of issue, and signed by the employee.
 - A. This form will then be filed in the Support Services Division by employee name.
 - B. Information from this form will also be entered into a spreadsheet inventory purposes.
- IV. In the event that gear must be re-issued due to being lost or damaged, a "Clothing Request" form shall be filled out, by the employee, and signed off by the Support Services Captain. An email with details of how the item(s) were lost or damaged must be provided to the Support Services Captain.
- V. Lost or damaged uniforms, if in stock, will be replaced immediately. If the requested uniform is not in stock, it will be ordered as soon as possible.