



SHROPSHIRE

Fire and Rescue Service

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BRIGADE ORDER TRAINING NO. 2

PART 7 – REFERENCE MATERIALS

PURPOSE

Fire Service manuals and other service related reference materials are readily available for all personnel. They are used as a source of reference and information for the preparation of lectures and drills and are also available for personnel preparing for probation assessments, statutory and professional examinations.

STRATEGIC AIMS AND OBJECTIVES

We will “Secure the highest level of safety and welfare for all staff by providing effective training, supervision , equipment and systems of work”.

We will “Ensure that all employees are competent and able to perform their role”.

ROLES, RESPONSIBILITIES AND REVIEW

The Personal Development Manager is responsible for ensuring this Order is implemented across the Brigade and will be responsible for the day to day operation of the Order.

Personal Development Manager will review this order annually in September and as and when organisational changes take place.

DISTRIBUTION

The distribution of all reference materials throughout the Brigade is displayed in Appendix 1. Future issues of reference materials will be the responsibility of the Training Delivery Manager.

AVAILABILITY

Details of all current issues to stations/departments are listed in Appendix B. Reference materials issued to stations must not be removed from Brigade premises. Each station/department will be responsible for ensuring the appropriate identity and security of all reference materials with which they are issued.

DISTRICT LIBRARY

Two complete sets of Fire Service manuals (both old and new format) are available at the District Library situated at Brigade Headquarters. Individual manuals may be loaned out for a period of 21days. Headquarters Admin Support staff administer the Library system which is available during normal office hours.

INFORMATION TECHNOLOGY

Details of all Fire Service publications including Manuals, Technical Bulletins and Dear Chief Officer letters are available on the 'Fire CD'. This can be accessed at the Brigade Training Centre and the I.T. department at Brigade Headquarters. Access to the software and a log of use will be the responsibility of Training Centre Instructors and Headquarters Admin Support staff respectively.

REPLACEMENT

Reference material that has been revised will automatically be replaced by the Brigade Training Centre*.

In the event of any loss or damage to reference material, the Brigade Training Centre should be contacted to arrange for a replacement issue. The reason for any loss or damage will be fully investigated to the satisfaction of the Training Support Officer.

AMENDMENTS

From time to time amendments to reference material will be issued through the Brigade Training Centre*. It will be the responsibility of Heads of Departments/Officers in Charge of stations to ensure that such amendments are incorporated into the reference material and all obsolete data removed and destroyed.

* Amendments and revisions of reference material relating to Health and Safety will be the responsibility of the Performance Safety Manager.

DISTRIBUTION MATRIX – REFERENCE MATERIALS

Distribution	One set Fire Service Manuals (to include old & new format)	Fire Service Training Manual	Technical Bulletin 1/97	Health & Safety Guide to Operational Risk Assessment	RTA Training Manual	Candidate’s Handbook (Statutory examinations L/ff, Sub O, Stn O)	‘Fire CD’	Health & Safety Information System	First Aid Manual (7th Edition)
Brigade Training Centre	1	1	1	1	1	1			1
District Library HQ Shrewsbury	2	0	2	0	0	0			0
OiC Shrewsbury	1	1	1	1	1	1			1
OiC Telford	1	1	1	1	1	1			1
OiC Wellington	1	1	1	1	1	1			1
OiC Retained Stn	0	1	0	1	1	0			1
Resources TC							1	0	
Resources SY							1	1	



REFERENCE MATERIALS ISSUES

REFERENCE IDENTIFICATION		EDITION	LATEST REPRINT DATE
M of F Book 1	Elements of Combustion	1974	
M of F Book 2	Fire Brigade Equipment	1974	
M of F Book 3	Hand pumps, Extinguishers and Foam Equipment	1976	3 rd edition 1990
M of F Book 4	Incidents involving Aircraft, Shipping and Trains	1985	
M of F Book 5	Ladders and Appliances	1984	
M of F Book 6	Breathing Apparatus and resuscitation	1974	2 nd Edition 1989
M of F Book 8	Building Construction & Structural Fire Protection	1975	2 nd Edition 1992
M of F Book 9	Fire Protection of Buildings	1977	2 nd Edition 1990
M of F Book 10	Fire Brigade Comms	1978	2 nd Edition 1991
M of F Book 11	Practical Firemanship I	1981	5 th Impression 1992
M of F Book 12	Practical Firemanship II	1983	
M of F Part 6b Firemanship II	Chapter 1 (Fires in rural areas), 2 (Gas industry & fires in gas works) and 5 (Fires in oil refineries) not covered in M of F Bk 4	1946	4 th impression 1991
M of F Part 6c Practical Firemanship III	Industrial fires	1962	2 nd edition 1970 7 th impression 1993

NOTE Because many of the new format Manuals do not entirely replace the information provided in the old Manuals of Firemanship, a copy of both sets will be maintained until all information is published in the new format. Where new manuals issued are a direct replacement the existing Manuals of Firemanship will be withdrawn. The Stationery Office anticipates that this process will be completed by December 2001.

Fire Service Manual Volume 1 (Fire Service Technology, Equipment & Media)

Communications and Mobilising	1998	
Physics and Chemistry for Firefighters	1998	
Firefighting Foam – Technical	2000	
Hydraulics Pumps & Water Supplies	2001	Replaces MoF Book 7
Inspection and Testing of Equipment	2003	

Fire Service Manual Volume 2 (Fire Service Operations)

Compartment Fires and Tactical Ventilation	1997	
Electricity	1998	
Firefighting Foam	1998	
Incident Command	1999	
Aircraft Incidents	1999	
Acetylene Cylinder / Natural Gas Incidents	2003	

Marine Incidents	1999	
Petrochemical	2000	

Fire Service Manual Volume 4 Fire Service Training)		
Training Manual	2000	

Other Reference Material		
Guide to Operational Risk Assessment	1998	
First Aid Manual	1997	Rev'd 7 th ed 1999
Technical Bulletin – 1/1997	1997	Loose leaf revision
RTA Training Manual	SF&RS	