

Safety Memo to Chapter Presidents

The safe operation of our antique fire apparatus must be of concern to every SPAAMFAA member. The fun stops when an accident or injury occurs. The officers and trustees of SPAAMFAA have revised the National Safety Guidelines to reduce the possibility of accidents or injury at a muster or event. We also sponsor an Insurance Program to protect SPAAMFAA and its chapters from financial loss should a tragedy occur.

What is the Insurance Program?

The insurance is not expensive and protects not only the National Organization and Chapters but also the Officers and Trustees at both the National and local level. The low cost of the insurance program is the direct result of SPAAMFAA's record of well managed events. The annual assessment is set by the Board each year.

What are the National Safety Guidelines?

Over the years, local chapters have developed safety rules for their musters and events. For various reasons, the details of these rules vary, but they generally conform to the 2002 National Safety Guidelines. The intent of the revised 2012 National Safety Guidelines is to provide a safe framework to reduce risk of injury to participants and spectators alike. It is the responsibility of the chapter to adapt these guidelines and address local conditions and preferences to meet the SPAAMFAA safety objectives.

What are the qualifications?

Coverage under the SPAAMFAA Insurance Program is contingent upon:

- A. Chapter submission of completed insurance forms.
- B. Annual payment for SPAAMFAA insurance as set by the Board.
- C. Chapter submission of the local safety rules combined with minimum operation rules.
- D. The selection of a Safety Officer by name.
- E. Compliance with the Safety Guidelines Checklist for each event.
- F. Distribution of the safety handouts to all participants.
- G. Completion of a post event report is required for SPAAMFAA Safety Committee review in all cases of a reported accident or injury.
- H. Submit suggestions to: Safety Committee, SPAAMFAA.

This Safety Package contains:

Form SP-01 Cover memo to Chapter Presidents.

Form SP-02 SPAAMFAA Muster Safety Guidelines (2 pages)

Form SP-03 Safety Guidelines Checklist.

Form SP-04 SPAAMFAA Minimum Safety Guidelines for Apparatus Operation

Form SP-05 SPAAMFAA Safety Guidelines for Steamer Operation

Form SP-06 SPAAMFAA Post Event Report.

Form SP-01

SPAAMFAA Muster Safety Guidelines

1. General Objectives

The intent of these guidelines is to provide a framework to make muster as safe as possible for both muster participants and spectators. This is a performance based program that addresses local conditions and activities to comply with the objectives of these Muster Safety Guidelines.

2. Safety Committee

The local chapter for each muster shall appoint a Safety Officer and Safety Committee. Each Safety Officer will be qualified to perform his duties as a result of training and/or fire service experience. The members of the Safety Committee should wear identification to make them recognizable at the muster. The number of members shall be adequate to perform the required duties based on the number of participants and spectators expected to attend the muster.

3. Authority of the Safety Committee

The Safety Committee and its Safety Officer shall have the final judgment as to whether or not to permit any activity at the muster and to order such actions as may reasonably prevent dangerous situations. Typical emergency actions might include an order to bed all aerial devices upon the appearance of a storm to reduce the danger from lightning. It is the responsibility of the local chapter to appoint qualified persons to the safety committee and then support them and the decisions that they make.

4. Conformance with Accepted Fire Ground Practices

A positive working relationship with local fire departments is of great value to any local chapter and under no circumstance should activity be permitted at a muster that conflicts with accepted local fire department safety practices (if local practices are more restrictive).

5. Responsibilities of Apparatus Owners

The owners and crews of each piece of apparatus have primary responsibility for safety since the Safety Officer and/or safety committee cannot be expected to monitor all apparatus and activities that are going on simultaneously during a muster. Apparatus owners and operators are also expected to have more in depth knowledge of the operation of their own apparatus and equipment than the Safety officer since there is a very wide variety of fire apparatus. Operating procedures will vary between apparatus manufacturers and will also depend on the date of manufacture of the apparatus. Some apparatus may have been modified by their Fire Departments while in service resulting in unique operating procedures. Because of these many variables, apparatus owners and operators are expected to use caution and good judgment in operating their rigs in accordance within manufacturer's recommendations while following muster guidelines.

6. Requirements to Participate

Each participant should be required to sign a registration form in which, among other things, establishes vehicle liability insurance, and agreement to follow the requests made by the Safety Committee. Each piece of apparatus should be provided with a registration placard identifying the owner/operator. The placard should be conspicuously posted or attached to the apparatus at all times so the owner/operator can be readily be contacted if needed (for example, the vehicle is leaking gas). Placards are available from the Executive Secretary of SPAAMFAA at no charge.

7. Apparatus on Static Display or Pumping

Any parked apparatus shall have the wheels chocked fore and aft to prevent accidental movement in any direction. The vehicle shall be closely supervised to protect the vehicle from its admirers and its admirers from the vehicle. Remember children stick their fingers in the most unusual places including mechanical siren ports. Consideration should be given to disconnection of the battery to prevent the accidental operation of sirens or the starting of the engine while on Static Display.

8. Operating Apparatus-

See Form SP-04 (Handout) SPAAMFAA'S Minimum Safety Rules for Apparatus Operation.

9. Backing and Moving Apparatus on Muster Site

An adequate number of guides shall be used to clear the right of way, alert the driver of obstacles, and guide him to park. No vehicle will be **backed** without the assistance of a “lookout” person watching the area behind the vehicle.

10. Parades

In parades containing a mix of marching units, horse drawn units and motorized units, attention shall be paid to the arrangement of the parade to protect the non-motorized units from the motorized units. For the safety of those riding the vehicles in the parade, everyone shall be inside the body of the vehicle (cab, hose body). Only adults may ride on the tail and running boards. For the safety of those watching the parade, vehicle speeds shall not exceed 20 MPH and no stunt driving of fire apparatus shall be permitted. The throwing of candy or trinkets that encourage children to run into the street should not be permitted. “Candy and trinkets” are permitted, but must be distributed by walkers on each side of the rig - not thrown from the rig.

11. Warning Devices

The operation of warning lights, sirens, bells, and air horns shall be permitted in parades and at the muster so long as the operation does not violate local ordinances. Special attention must be paid to the possibility of disturbing church services, hospital patients, or even late sleeping local residents. Particular consideration shall be given to the effect of warning device on any horses in the parade.

12. Games and Competitions

All games and competitions shall be conducted under written rules that are understood and agreed to by the participants. These rules shall include specific provisions to protect the safety for both the participants and the spectators.

13. Emergency Vehicles

At many musters there will be a mix of privately and publicly owned “out-of-service” rigs and “in-service” emergency vehicles. The muster site should be arranged to permit emergency vehicles to respond from the site if necessary and for emergency vehicles to move about the site should there be a fire or medical emergency at the muster.

14. Fire Protection

Every fire apparatus, except hand apparatus, shall have available an operable fire extinguisher having a minimum rating of 10BC. This should be verified as part of the registration process. Consideration should be given to ways to prevent the leakage of gasoline from the carburetors of apparatus with gravity feed fuel systems. No refueling of apparatus on muster site should be permitted without Safety Officer’s approval.

15. Emergency Medical Service

A means of providing EMS, should it be needed, shall be prearranged.

16. Communication Link

A cellular telephone, two way radio or other link shall be available to the Safety Committee to call for outside assistance. The Safety Committee should take full advantage of radio communications to function as a Safety team. The Safety team should have emergency phone numbers.

17. Unusual Apparatus, Events and Demonstrations

Operating aerial devices, pumpers, steam pumpers and the like add greatly to the appeal of musters, but may require special attention by the Safety Committee. Such issues as aerial limits, operator certification, backup water supply, and compliance with boiler codes must be addressed. The Safety Committee shall be alert to situations having unusual risk factors and shall take actions that may be reasonably required to protect spectators and participants. Examples of such actions might include requiring evidence of recent hydrostatic testing of high-pressure tanks or boilers.

SPAAMFAA Safety Guidelines Checklist

Pre-event safety items to consider.

1. Safety Officer name: _____
2. Are Assistant Safety Officers needed? ____ Do they have assigned duties? ____
3. Can the site or facility handle the anticipated number of people or apparatus safely? ____
4. Does your State require EMS on site? ____
5. Does the site layout permit easy access by Emergency Vehicles? ____
6. Local Police ____ - ____ - ____ and Emergency ____ - ____ - ____ telephone numbers beside 911.
7. Upon approach of severe weather, how will instructions be given? _____
8. Is an evacuation plan written in order to seek shelter? ____ Who has it on site? _____
9. Does the registration procedure determine the owners have vehicle liability insurance? ____
10. Are there sufficient copies of the muster safety rules to give each apparatus operator and/or team? ____
11. Do the Safety people have means of identification? ____ (Same color vest, shirts, cap)
12. Are radios needed for safety officers? ____
13. Does the safety rules handout identify the safety officials? ____

Do the written safety rules address:

- A. ____ All special events and demonstrations.
- B. ____ Separation distance for spectators. M
- C. ____ Movement of apparatus. M
- D. ____ Possession of an operable fire extinguisher. M
- E. ____ Use of wheel chocks. M
- F. ____ Operation of handlines. M
- G. ____ Maximum pumping pressure. M
- H. ____ Operation of aerial devices. M
- I. ____ Use of alcoholic beverages. M
- J. ____ Speed of apparatus in parade.
- K. ____ Use of warning lights and sirens in parade.
- L. ____ Throwing candy or trinkets from apparatus.
- M. ____ Mix of apparatus, marching, and equestrian units in a parade.
- N. ____ Protective equipment to be worn in competitions.
- O. ____ Legal age of vehicle operator. M

Note M- Items on Participant's Handout

The SPAAMFAA Safety Committee recommends the use of this checklist-- **Before every event.**

For Steam Fire Engine Operations, see Minimum Safety Rules-Form SP-05

For Pump & Aerial Device Operation, see Minimum Safety Rules-Form SP-04

Checklists and Handouts may be photocopied.

**SPAAMFAA's Minimum Safety Guidelines for Apparatus Operation
(Participant's handout)**

GENERAL

1. Always be conscious of other apparatus and most importantly, people around your apparatus and **ALWAYS THINK SAFETY. Each owner and/or operator has primary responsibility for his vehicles safety.** The operator shall not use a cell phone, consume alcohol, or use other mind altering substances when driving or operating the apparatus.
2. The operator is responsible to have proper knowledge and experience in the operation of the unit including all of the "manufacturers" safety requirements.
3. Attention to safety should make musters more fun for everyone. When backing or moving apparatus, an adequate number of guides shall be used to clear the right of way, alert drivers of obstacles, and guide him to park. **No vehicle will be backed without assistance.** Please volunteer to help other participants if it appears they need a hand. Also everyone must observe the instructions given by the muster safety officer and safety committee members. Safety officials should be wearing identification and do not hesitate to report any unsafe conditions you observe to them.
4. Any apparatus that is on display, pumping, being supplied by a pumper, or has its aerial raised, shall have its brakes set, at least one wheel chocked with two suitable wheel chocks, and shall be continuously attended by an adult capable of operating the apparatus while the aerial is raised and/or the pump is in operation. "Exception" Aerials that are properly locked in place with engine shut down, may be left unattended as long as the operator remains on the muster grounds. This pertains to aerials displaying the Flag.

Suitable wheel chocks are defined as two, commercially made, truck wheel chocks or wood blocks that are at least 5 inches tall by 5 inches long by 8 inches wide. Vehicles with 16 inch or smaller tires may use 4x4 blocks of wood at least 6 inches wide. The wood blocks may be beveled.

5. No person under the legal age for the state (Province) in which an apparatus is being operated shall operate said apparatus and no person without a valid driver's license shall drive or tiller any apparatus.

PUMPING

6. With at least one wheel chocked in front and back, No pump shall operate at pressure greater than 70 psi unless authorized by a Safety Officer. All gate valves shall be opened and closed slowly to minimize water hammer. In rare instances where higher pressures are required such as raising water towers, the owner shall certify that the hoses have been subjected to a pressure test of 125% of the required operating pressure within the previous 12 months.
7. Hand held lines shall not be permitted except for contests (such as waterball) or demonstrations which have been approved by the safety officers. When approved for use they shall be manned by an adequate number of personnel to safely control the line. Booster lines are not covered by this rule and may be hand held.

8. Master stream devices will be staked down or chained/tied to a substantial object in front of the master stream. When this is not possible, the hose shall be looped in front and the gun tied/chained to the hose. Deluge guns must not be operated past any safety stops. No person shall be allowed to run their hands through the stream.
9. All hoses must be in good condition without leaks and couplings must be used with proper thread.

LADDER OPERATIONS/AERIALS

10. Aerial devices are defined to include all Aerial Ladders, Aerial scopes, Ladder Trucks, Tower Ladders, Snorkels, Sqrts and Water Towers
11. Aerial devices shall not be raised within 30 feet of power lines and may not be extended more than 60% of the total height of the aerial.
12. Aerial apparatus must have ALL stabilizers on stable ground, have suitable ground pads under them, be properly set and locked in accordance with the manufacturer specifications. If it is a Tractor Trailer unit it should be jacked-knifed in accordance with manufacture's specifications.
13. No Aerial device may be raised without a Safety Officer overseeing the raising of said device and should not be raised if the wind is over 20 MPH. If wind speed increases to more than 20 MPH aerial devices should be lowered. Aerials may not be raised and/or should be lowered immediately if there is potential for lightning storms.
14. If an elevated stream is used it may not be above the bed section, only one hose line may run up the ladder, it may not flow more than 50% of its rated capacity and a shut off must be available at the base of the ladder.
15. No aerial device may be operated until the Safety Officer looks at the condition of the ladder, general condition of vehicle, hydraulic lines, cables, etc. Aerial device may be operated off the side and may not be operated at any elevation lower than 75 degrees to the turntable. Except for approved aerial arches. Recommend the perimeter area of extension be kept clear of people and no one shall stand under the aerial device.
16. No person shall climb any aerial device on the event site except the owner or the official event photographer with a safety belt.
17. These rules apply to all antique apparatus participating in a muster. Modern in-service fire apparatus owned and operated by a governmental agency such as a Municipal, Volunteer or Regional Fire Department/Company does not fall under rules #13-16. All General and Pumping Rules should apply.

SPAAMFAA Minimum Rules for Steamer Operation

1. Rules governing the operation of steam boilers and their engines follow common sense and the laws of the states. Note: Most state level governments have a boiler certification program to cover stationary and portable boilers that are not inspected by insurance companies.
2. Some states and municipalities require a license for the operator as well.
3. All boilers operated at SPAAMFAA or Chapter meets where SPAAMFAA insurance is in effect must comply with the code of the higher jurisdiction and must show a current certificate of boiler inspection to the muster authorities.
4. There is to be **one** person in charge at all times. This must be a **trained** (licensed if required) steam engine operator.
5. The owner of the steamer must provide a certificate of liability insurance on the steamer for at least **one million dollars**.
6. The unit must have an operational, sealed safety valve.
7. The steamer must be positioned on stable ground or hard surface, and if deemed necessary, supports will be placed under the wheels to prevent sinking should the ground become saturated.
8. Participation of any contest or event wherein speed is required in getting up steam from a cold boiler or first water trial is **strictly forbidden** due to the stress placed upon the equipment.
9. Motor muster rules as stipulated by the muster authorities shall include, but are not limited to: Pump pressure **not to exceed 70 psi** at the pump; all nozzle devices to be tied down; wheels chocked.
10. Ropes or suitable barricades are to be situated so as to keep spectators away from the engine by at least **15 feet** prior to lighting the fire and must be maintained until the fire is out.
11. The Operator of the steamer shall be prepared to drop the fire at a moment's notice: Tools including appropriate hoe, pricker, and long and short shovels are required.
12. It is required that an independent source of water at a pressure greater than the lifting pressure of the safety valve be connected and charged before the fire is lit and maintained until the fire is dropped. There must be a check valve at the entry point on the steamer to prevent boiler water from backing up into this water supply. Note: This supply may be a garden hose on house pressure, or a line from a motor pumping car.
13. It is recommended that where brackish water is being pumped, only fresh water be supplied to the steamer. Note: Brackish and salt water should **not** be introduced into the boiler lest foaming occur.
14. Common sense demands that care be taken in operating those devices that could shower spectators with water, soot, embers, steam, or hot water.
15. Reports of accidents of even the most minor degree should be reported on the **SPAAMFAA Post Event Report** and sent to the Insurance Advisor and the Executive Secretary.

SPAAMFAA Post Event Report

Use this form to report: Accident—Injury—Suggestion (circle one)

Send completed form to the Executive Secretary.

Date of Report: _____

SPAAMFAA Chapter sponsoring event: _____

Date of Event: _____

Location of Event: _____

Event Chairman or contact person: _____

Address: _____

Phone: _____

Safety Officer Name: _____

Address: _____

Phone: _____

List the name of the Departments and all Emergency Units who responded to this accident:

Unit: _____ Phone: _____

Address: _____

Unit: _____ Phone: _____

Address: _____

For more Units, use the back of this report.

Name and address of witnesses:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

For more witnesses, use the back of this report.

Attach a detailed description of what occurred. Include sketches and photos if possible.

For suggestions, use the back of this form. Include your name and phone number.

Send form to Executive Secretary, George Valrance, 37734 Pickford Dr, Livonia, MI 48152-2674