
S.O.P. #: PERSONNEL-18

SUBJECT: STATION LIBRARIES

DIVISION: CAREER PERSONNEL

Objective: The station libraries are provided so as to have available to all members an up-to-date list of books and reference materials that can be used in the course of studying for promotions or for professional development. Therefore, it is the responsibility of every member to insure that all books are kept in good order and are available for every member's use and are not removed from the station library without the Company Commander's permission.

The Company Commander will insure that all library books and reference materials are kept in the designated library area. A system for checking out each book should be in place so as to keep control of all material assigned to each station. This shall require keeping the library locked. The library shall be inventoried every month and any missing materials will be reported on the station's Monthly Inspection Report. Also, a Form 58 will be sent to the Battalion Chief noting which book is missing and the results of the station investigation to try and find the missing material.

Section 1: Additions, Deletions and Replacements.

- A. From time to time, new books or reference material may be added to the library or new editions may be added to replace outdated ones. When received by the Company Commander, the new material will be listed on the station library inventory and in the S.O.P'S.
- B. When books or reference materials are deleted or replaced, the deleted or replaced books are to be discarded.
- C. When books or reference materials are lost, it will be the Company Commander's responsibility to obtain the replacement materials. The Fire Department will not be responsible for replacing lost or damaged books once they have been issued to the stations.

It will be the Company Commander's responsibility to insure that all personnel under their command are made aware of any changes in the station library in reference to the addition, deletion or replacement of any books or reference materials, especially source material for promotions. During the month of March, compare the library inventory with the Promotional Materials List to insure the library is complete. If not, notify your Battalion Chief as to what material is missing.

Section 2: Library Inventory Control List

- A. The following is an inventory control list for the station libraries. Some of the below listed books are study source material for promotions and will be maintained with the most recent edition in the station library at all times at the Department's expense. The additional books are to be considered reference material and will not necessarily have to be in the secured station library.

The Fire Prevention Code of Baltimore County, as amended by Bill #17-91, Article 27& 38A - Annotated Code of Maryland

Baltimore County Emergency Plan

Baltimore County Fire Academy Special Interest Bulletins

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Baltimore County Fire Department Field Inspection Manual

Baltimore County Fire Department Standard Operating Procedures

Baltimore County Fire Department Supply Manual

Baltimore County Phantom Box Map Book. (on the apparatus)

Baltimore County Fire Department Rules and Regulations Manual

Baltimore County Substance Abuse Policy

B.O.C.A./National Fire Prevention Code

Building Construction for the Fire Service; Brannigan

Catalog of Films and Tapes available from Audio Visual Services

Chemistry of Hazardous Materials, Mayer

Effective Supervisory Practices, I.C.M.A.

Emergency Care, Grant, Murray and Bergson

Emergency Care In The Streets, Caroline

Friction Loss Per 100 Feet Of 3-inch Supply Line (chart)

Dental Care Preferred Providers Directory

Dictionary

Fighting Hi-Rise Building Fires, Tactics and Logistics, Mendes

Fire Company Apparatus and Procedure, Erven

Fire Fighting Principles and Practices, Clark

Fire Ground Tactics, Fried

Fire Investigation, Paul Kirk

Fire Officer's Guide To Leadership, Patterson and Pell

Fire Officer's Guide to Company Leadership and Operations, N.F.P.A.

Hazardous Materials, N.F.P.A.

Hazardous Materials Emergency Response Guide Book, U.S. Department of Transportation

Health Care Preferred - Provider Directory

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Health Care Preferred - Benefits Guide

Intravenous Therapy Guidelines, Baltimore County Emergency Medical Services

I.F.S.T.A. Manuals

1. Chief Officer
2. Essentials of Firefighting
3. Fire Apparatus Practices
4. Fire Department Company Officer
5. Fire Department Pumping Apparatus
6. Fire Fighter Occupational Safety
7. Fire Prevention & Inspections
8. Fire Service Instructor
9. Fire Service Rescue Practices
10. Fire Stream Practices
11. Fire Ventilation Practices
12. Forcible Entry, Rope and Fire Extinguisher Practices
13. Ground Cover Fire Fighting Practices
14. Ground Ladder Practices
15. Hazardous Materials for First Responders
16. Salvage and Overhaul Practices
17. Self-Contained Breathing Apparatus
18. Water Supplies for Fire Protection

Ladder Pipe Chart for 3-inch Supply

Life Safety Code #101, N.F.P.A.

Management In The Fire Service, N.F.P.A.

Maryland Drivers Handbook, Maryland Department of Transportation

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Memorandum of Understanding between Baltimore County Administration & the International Association of Firefighter's Local 1311

National Fire Protection Association Handbook

National Fire Protection Association Professional Qualifications Manuals:

1. 1001 Firefighter
2. 1002 Apparatus Driver
3. 1021 Fire Officer
4. 1031 Fire Inspector
5. 1033 Fire Investigator
6. 1035 Public Fire Educator
7. 1041 Fire Service Instructor

Operating Aerial Ladders, N.F.P.A.

Operating Fire Department Pumpers, N.F.P.A.

Pamphlets Describing Baltimore County Government's Health Care Benefits,
(Dental, Vision, Prescription etc.)

Professional Qualifications Program Breakdown

The Maryland Medical Protocols for Cardiac Rescue Technicians and Emergency Medical Technician-Paramedics

Survivor's Assistance Book

The Maryland Way, Maryland Institute for Emergency Medical Services Systems

- B. Library books will be charged out by the Station Officers. A ledger will be used for this purpose (notebook of some type).

EXAMPLE

Name of Book	Name of Individual	Date Charged Out	Date Returned
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- C. Books are not to be removed from the station while on loan.