

instruction as to slackening of speed on approaching awkward spots is duly carried out.

WHISTLE AND SIREN CALLS TO BE OBSERVED AT FIRES AND DRILLS.

ONE SHORT WHISTLE.—Attention! Be cautious!

ONE SIREN CALL.—When a whistle or siren call of about ten seconds duration is given, all men available will immediately assemble for orders to run out more hose, erect ladders, or make up, as the case may be.

When this call is given the branchman will send his assistant to the assembly, if in his opinion he can manage for the time being.

ONE LONG WHISTLE CALL WITH PROLONGED PIPING.—“General Muster.” Every fireman will muster immediately when this call is given. All water must be turned “off” and branches laid down ready for resuming operations if required.

DUTIES OF A STATION OFFICER OR FIREMAN IN CHARGE OF A STATION.

To keep an inventory of the motors and equipment attached to his station, and immediately report to the Superintendent any fault or wear which he may detect.

To keep the premises and all appliances in thorough working-order, and to see that the motors, reels, engines, and escapes are in position, and ready in every particular to turn out immediately on a call being received.

To take charge of all men belonging to the station, and to maintain a strict system of discipline at all times.

To instruct the men in drill and the performance of all their duties as defined in these regulations, and to generally regulate the work of the station.

To call the roll at 6.45 a.m. and 9 p.m. from the 31st October to the 30th April, and at 7 a.m. and 9 p.m. from 1st May to the 30th September daily; to see that all the men are present and fit for duty, unless booked sick or absent on leave or errands, and to record all absences, with the reason thereof, in the “Occurrence-book.”

To furnish monthly returns to the Superintendent on the forms provided for that purpose.

To see that a sufficient reserve of acid, soda, petrol, and other stores is kept.

To see that all electrical and other communicating appliances are maintained in proper working-order.

To see that the watchroom clock is corrected at 9 p.m. daily, and the error, if any, in the time be telephoned to headquarters.

On arriving at a fire and finding that other appliances are already on the spot, to ascertain as soon as possible who is senior officer present, and report himself to and place himself under the direction of such officer. If he himself is the senior officer, to take immediate command over all brigademen and appliances present.

To implicitly obey all orders of his superior, and to exact the same implicit obedience from those serving under him.

To see that all orders of his superior, so far as they refer to matters under his control, are carried out in the most effective manner.

To report all breaches of discipline to the Superintendent immediately, and send in a written report of same before 10 a.m. the following day.

To set an example to his men by his sobriety, cleanliness, promptitude, civility, and general attention to his duties.

To make himself acquainted, as far as possible, with the exact position of all the guaranteed premises, hydrants, fire-plugs and water-supply in his district.

To see that all cases of sickness are immediately reported to the Superintendent.

Under no circumstances must any purchase of tools, stores, or materials of any description be made without first obtaining an order of the Board in writing on the requisition forms provided.

Finally, in regard to these matters and to all others not specified above, the officer or fireman in charge shall be held responsible for the efficient working of the station in every particular.

DUTIES OF A MOTOR MECHANIC.

To take charge of motors and electrical appliances at all stations, and be responsible to the Superintendent for keeping same in a proper state of efficiency.

To carefully overhaul and EXAMINE the vital parts of all motors immediately on their return from each call.

To exercise careful supervision over the work of motormen, and to see that they are fit to undertake the work for which they are detailed.

To instruct motormen in their duties, and see that they are capable of driving all motor appliances in their stations.

To keep a correct record of all petrol and oil consumption, with mileage of each motor appliance, and prepare a report for submission to the Superintendent on the 1st January and July in each year.

DUTIES OF A MOTOR-DRIVER.

To attend to overhauling and cleaning motors, under the supervision of the motor mechanic.

To immediately report any indication of fault or wear which he may detect in the machinery.

To daily clean and examine all portions of the appliances, being careful to see that tires, axles, and springs are in good condition.

The first essential in a successful driver is a cool head and ready judgment in case of emergency. A driver must always have his car well in hand, and see that his brakes are reliable and fit for any call liable to be made upon them.

DUTIES OF A SENIOR FIREMAN.

To be able to take charge of any appliance or drill squad as occasion may demand.

To be conversant with the working of all appliances and gear used in the service.

To take charge of any particular work for which he may be appointed, and to be capable of taking over the duties of the station officer in his absence.

To have a good grasp of the water-reticulation of his district, and by study of the plans to know the most suitable mains to tap from for any fire in his district.

To study and otherwise endeavour to be able to perform the duties of his superiors should he be called upon to do so.

First-class firemen after two years' service are eligible for examination as senior firemen, but must possess the necessary qualifications.

DUTIES OF A FIREMAN.

To be always available for duty, unless booked otherwise.

To be civil and respectful in his demeanour, and clean and tidy in his dress.

To perform all duties entrusted to him in a prompt and efficient manner.

To be strictly sober, and remember to bring no discredit upon his uniform or station.

To endeavour to study the duties of his seniors in the service, so that, should occasion arise, he may be able to take over such duties.

RULES AND REGULATIONS.

WATCHROOM DUTY.

The fireman on station duty must remain in the watchroom until the relieving fireman has booked himself on duty. The man thus booked on should-examine all shutters and switches, and, if found correct, enter the fact in the Occurrence-book, paying strict attention to keeping this book in proper order.

Upon receiving a call to a fire, whether by telephone or other means, the fireman on duty must immediately ring the General Alarm, and record the time.

Upon receiving a call to a fire at an outstation, the man on duty must at once ring the General Alarm and notify headquarters.

In reporting to the officer in charge calls received by street fire-alarms, the name of the streets at which the box is situated are to be given, and not the number of the box.

The man on station duty at headquarters must always use the following words when sending a call of fire to the outstations: “Turn out your [Appliance] for [Name of locality].”

When receiving a call for a fire by exchange telephone, the name of the nearest cross-street to that in which the fire is burning is to be ascertained.

Should a second call be received from some other source whilst the plant at the city station is out at a fire, immediate steps must be taken to notify the Superintendent of the fact, while any appliance available must be at once turned out for the second call.

On receiving a call for a fire in Sydenham or St. Albans through the exchange telephone, the man on station duty at headquarters will at once, without waiting for instructions, turn out the station in the district the call is received for, and ring the General Alarm at the same time.

When a call is received at night, and the lights of the station have been switched on for the occasion, the man on station duty must switch them off as soon as the appliances have left the station.

The police must be informed as soon as possible of a call of fire; then the electrical power-house, the gas company, and afterwards the newspaper offices.

For a large fire in the city the station-duty man must promptly inform the person in charge of the waterworks, being careful to name the exact locality of the fire.

To remain in close proximity to, and answer the telephone as soon as possible, replying to all rings from the exchange by the words “Fire brigade here.”

To see that no strangers are allowed to remain in the watchroom longer than is necessary to show them round.

To see that no member of the brigade uses the exchange lines for the purpose of carrying on a private conversation.

The man going off duty shall make his successor acquainted with any defects existing in any of the electrical apparatus, with any messages left for the Superintendent, and generally with any unusual occurrences.