

Upon receiving a call for outside the fire area the man on station duty must at once inform the Superintendent or officer in charge, but must not switch on the General Alarm unless ordered to do so.

The watchroom at all stations is to be used for brigade business only.

The telephones in the watchroom are to be used for brigade business only.

The man on station duty must see that men to whom leave has been granted book themselves correctly when coming off leave.

See that the watchroom is tidy, and if necessary sweep it out.

The man on station duty must be at all times acquainted with the whereabouts of all the officers attached to the station.

UNIFORMS.

Officers and men of the brigade shall at all times wear the regulation uniform, except when on leave.

Members of the brigade shall be mustered once a quarter and their uniform inspected.

GENERAL BEHAVIOUR.

Any member of the brigade found guilty of intoxication, disobedience of orders, insubordination, abusive or obscene language, shall thereby render himself to instant suspension or dismissal.

Gambling is strictly forbidden on any part of the brigade premises.

Any member or members of the brigade who shall damage or lose the property of the Board must make the same good at his or their own cost.

Members of the brigade shall at all times salute their superior officers when addressing or being addressed by the latter on a point of duty.

No member of the brigade shall enter, or in any way use the Board-room, except on business.

All members of the brigade shall keep their rooms clean and tidy. A daily inspection of same will be made by the officer in charge between the hours of 9 and 10 a.m.

No member of the brigade shall, when on duty, be out of sound of the fire-alarm, unless leave to do so has been granted by the officer in charge.

Visiting-days for members of the brigade and their friends shall be Thursday and Sunday in each week, between the hours of three and five in the afternoon and seven and nine in the evening. During these hours all fire-stations shall be properly lit up and opened for public inspection.

With these exceptions lady visitors are not allowed in any fire-station without special permission from the officer in charge. Members are not to remain outside their station talking to their lady friends after these hours, or at any time to sit about in the engine-room with them, or keep them in the watchroom longer than is necessary to show them round.

No member of the brigade provided with married quarters shall on any account allow any person except his wife and children to sleep in such quarters without the permission of the Superintendent, nor allow his wife or children to frequent the engine-room.

No member when away from the station on a message, or other duty, shall smoke if in uniform.

Members of the brigade when showing visitors around the stations shall on no account handle or interfere with any gear or the appliances.

Any fireman having a grievance must approach his station officer, who shall lay the matter before the Deputy Superintendent. The Deputy Superintendent may deal with the matter or, if he deems it necessary, refer such grievance to the Superintendent, against whose decision the fireman may appeal in writing to the Board.

No noisy recreation shall be indulged in on any part of the Board's premises on Sundays.

GENERAL STATION DUTY.

The officer or fireman in charge of a station must be promptly informed of all messages or other business requiring the attention of the Superintendent, and shall give or send the same to the Superintendent on the first opportunity.

No member of the brigade shall, under any circumstances, write any letter or furnish any information to the newspaper Press, unless with the consent of the Board.

Station officers or firemen in charge of a station shall, upon return from a fire, at once advise the Superintendent of all particulars within their knowledge regarding the occurrence.

It shall be the duty of the senior officer present, upon receipt of a call to a fire, to see that sufficient men and appliances are summoned from the neighbouring stations.

The hours when the Superintendent's office shall be open for receipt of official messages shall be from 9.30 a.m. until 4 p.m., and all messages received when he is out shall be written on the slate kept for that purpose in the watchroom, and handed to the Superintendent immediately on his return

In the absence of the Superintendent or Deputy Superintendent at any fire, the senior officer present shall assume command of all members attending such fire, including volunteers and private brigades, and all members shall work under his orders only.

On returning from a call, the foreman or station officer shall see that nothing has been lost or broken on the appliance, and that it is immediately available for another call. Any defects in the appliances must be at once reported.

Any member or members of the brigade wishing to make a statement to the Superintendent may do so on request.

When work for the day is finished it shall be the duty of every man to clean and make himself tidy.

BRIGADE PROPERTY.

No uniform, appliance, or other property of the Board is to be lent or used for any other purpose than that for which it is intended without the permission of the Superintendent.

Members sent out to inspect fire-plugs are to be careful to open each one, see that the lugs are not broken, and that the cap is easily removed, generally that there is no obstacle in the way of the hydrant.

When testing the plugs with a hydrant, to be careful not to turn the water on or off too suddenly, and not to damage the roadway by an excessive flow of water. Any grass or other hindrance to a clear view of the indicator to be removed, and all defects noted on the plan provided for this purpose.

REGULATIONS FOR ENSURING THE DISCIPLINE AND GOOD CONDUCT OF THE STAFF FOR THEATRE DUTY.

(To be signed by every auxiliary fireman appointed for theatre duty, on appointment.)

1. Man to be of age not exceeding sixty years, preferably an ex-member of a fire brigade.

2. He will be provided with necessary uniform and equipment.

3. He is to attend such places of entertainment as he may from time to time be ordered to by the Superintendent or officer for the time being in charge of the Christchurch Fire Brigade, and shall report to the Chief Fire-brigade Station at such hours before proceeding to the place of entertainment as the Superintendent or officer for the time being in charge of the Christchurch Fire Brigade may order.

4. His duties will be—

(a.) To make himself thoroughly acquainted with all fire appliances installed in the place of entertainment to which he may be told off.

(b.) To make himself thoroughly acquainted with the exits from such place of entertainment.

(c.) To see that all fire appliances are in order and ready for use before the public are admitted to any entertainment.

(d.) To see that all exits, passageways, and cross-aisles are kept clear and open during the progress of any entertainment.

(e.) To suppress smoking or other dangerous practices amongst the audience during the progress of any entertainment.

(f.) To acquaint himself with the position of the nearest telephone or other means of giving intimation to the nearest fire-station of an outbreak of fire.

(g.) On the outbreak of any fire, to at once see that a reliable person is sent to call the nearest fire-station, and then use the appliances on the premises to check the progress of the fire, pending the arrival of the brigade.

(h.) He is not on any account to leave the place of entertainment to which he has been told off until after the performance is over and the audience have left the building.

(i.) He is to immediately report to the Superintendent, in writing, any infringement of by-laws concerning matters under the Board's jurisdiction.

5. He will be paid such sum as the Christchurch Fire Board may from time to time determine for each attendance at a place of entertainment. Such payment to be made fortnightly on the certificate of the Superintendent or officer for the time being in charge of the Christchurch Fire Brigade.

6. Whilst on duty he will be under the orders of the Superintendent or officer for the time being in charge of the Christchurch Fire Brigade, and disobedience to or neglect of lawful orders will render him liable to dismissal.

7. He will be responsible for the due care of all articles of uniform or equipment issued to him, and on leaving the service must deliver up the same in good order and condition, fair wear and-tear only excepted.

BOOK OF REGULATIONS.

A copy of these by-laws and regulations will be issued to each member of the brigade, and such member must keep them clean and in good order, returning same upon leaving