

Safety Memo to Chapter Presidents

INSURANCE/ SAFETY INFORMATION AND REQUIREMENTS

To: All Chapter Presidents and Safety Officers

Date: May 1, 2024

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 developed National Safety Rules to reduce the possibility of accident 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 and **compliance with the entire safety package is part of the insurance coverage.**

What is the Insurance Program?

The insurance is reasonably priced and protects not only the National Organization and Chapters but also the Officers and Trustees at both the National and Chapter level. The low cost of the insurance program is the direct result of SPAAMFAA's record of well-managed events. The annual payment rate for Chapters is set by the Board and payable to SPAAMFAA via the Executive Secretary. All chapters are required to participate in the insurance program for the protection of all involved.

What are the National Safety Rules?

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 past National Safety Rules. The intent of the National Rules is to provide a safe frame work to reduce the risk of injury to participants and spectators alike. **It is the responsibility of each Chapter to adopt and enforce these rules**, as provided on form SP-02, Pages 1-2, form SP-04, Pages 1-3 and form SP-05, pages 1-2. Chapters are free to add additional rules to address local conditions and preferences. Form SP-03, Page 1 must also be incorporated into each Chapter's practices and SP-06 must be filed after each insured event.

Coverage under the SPAAMFAA Insurance Policy is contingent upon:

- A. Chapter submission of ANNUAL REPORT.
- B. Completed Insurance Request forms.
- C. Annual payment for SPAAMFAA insurance as set by Board of Trustees.
- D. The selection/appointment of a Chapter Safety Officer.
- E. Distribution of the Safety Handouts to all event participants, Form SP-04 and SP-05 as applicable.
- F. **Completion of a Post-Event Report (Form SP-06) is required for SPAAMFAA Safety Committee review within 14 days of the date of every insured event. In the event of an accident or injury, immediate notification to The SPAAMFAA EXECUTIVE SECRETARY and Tom Herman, Safety Committee Chairman is required, 804-590-1239 or 804-896-0794. If no answer leave message !**

Safety Package contents:

Form- SP-01-Cover Memo to Chapter Presidents

Form- SP-02- SPAAMFAA Muster Rules-2 pages

Form SP-01

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Form- SP-03-Safety Rules Checklist

Form- SP-04-SPAAMFAA Minimum Safety Rules for Apparatus Operation, 3 pages

Form- SP-05-SPAAMFAA Minimum Safety Rules for Steamer Operation, 2 pages

Form- SP-06-SPAAMFAA Post Event Report

Form SP-01

Revised: January, 2024

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SPAAMFAA Muster Safety Guidelines

GENERAL MUSTER SAFETY

1. **Safety Committee**

The local chapter for each muster or event 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 of the safety committee shall be adequate to perform the required duties based on the number of participants and spectators expected to attend the muster. **It is recommended that there be a minimum of one safety officer for each 20 pieces of apparatus expected.**

2. **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 a stop to such actions as may be reasonable to prevent a dangerous situation. Typical emergency actions might include an order to bed all aerial devices upon the appearance of a storm to reduce the danger from wind or 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.

3. **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).

4. **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.

5. **Requirements to Participate**

Each participant **shall** be required to sign a registration form in which among other things, establishes vehicle liability insurance, an acknowledgement that the Safety Rules have been received and are understood, and agrees 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 readily be contacted if needed (for example, the vehicle is leaking gas). Placards are available from the *Executive Secretary* of SPAAMFAA at no charge.

6. **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. If the vehicle is key equipped, keys shall be removed.

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

8. **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.**

SPAAMFAA Muster Safety Guidelines

9. 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). **EXCEPTION - adults may ride on the tail board.** 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.***

10. 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.

11. 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 of both the participants and the spectators.

12. 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.

13. Fire Protection

Every motorized fire 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. *Non-motorized apparatus is exempt from the fire extinguisher requirement.*

14. 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.***

15. 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.

16. Use of Drones

The use of drones at SPAAMFAA events shall be governed by FAA and any local laws, rules and restrictions that may apply. In the event that a SPAAMFAA safety officer believes that a drone is being operated in an unsafe manner, the safety officer should attempt to rectify the situation by speaking with the operator. If this is not possible or fails to rectify the situation, local law enforcement should be contacted.

17. First Aid / EMS

A first aid kit shall be provided by the host chapter on the muster site, at a central point of chapter communications. **EXCEPTION –** A first aid kit shall **NOT** be required if an EMS unit is on duty at the site for the duration of the event.

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 or locality require EMS on site? _____
5. Does the site layout permit easy access by Emergency Vehicles? _____
6. Local Police _____ - _____ and Emergency _____ - _____ telephone number besides 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. Do the safety rules handout identify the **CHAPTER** safety officials?
14. Do the written safety rules address:
 - A. _____ All special events and demonstrations.
 - B. _____ Separation distance for spectators.
 - C. _____ Movement of apparatus. M
 - D. _____ Possession of an operable fire extinguisher. M
 - E. _____ Use of wheel chocks. M
 - F. _____ Operation of hand-lines. M
 - G. _____ Maximum pumping pressure. M
 - H. _____ Operation of aerial devices. M
 - I. _____ Use of alcoholic beverages
 - J. _____ Speed of apparatus in a parade.
 - K. _____ Use of warnings light and sirens in a parade.
 - L. _____ Throwing of 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**” Mandatory items on Participant’s Handout must be complied with.

**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

Checklist & Handouts may be photocopied.

SPAAMFAA's Minimum Safety Rules for Apparatus Operation

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 should 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, rear wheels chocked *fore & aft* with 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" tall by 5" long by 8" wide. Vehicles with 16" or smaller tires may use 4"X4" blocks of wood at least 6" 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.
6. Each motorized apparatus shall have readily available, a modern type fire extinguisher with a minimum *rating of* 10 BC that is in a serviceable condition.

PUMPING

7. *Rear Wheels chocked, fore & aft*, 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.
8. 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.
9. Master stream devices shall be properly secured to prevent accidental movement. Master stream devices that are not mounted to the apparatus shall be staked down or chained/tied to a substantial object in front of the master stream device. When this is not possible, the hose shall be looped in front and the gun tied or 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.
10. All hoses must be in good condition without leaks and couplings must be used with proper thread.

LADDER OPERATIONS/AERIALS

11. Aerial devices are defined to include all Aerial Ladders, Aerial scopes, Ladder Trucks, Tower Ladders, Snorkels, Squirts and Water Towers
12. 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.*
13. 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, if required by the manufacturer.
14. 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 15 MPH. If wind speed increases to more than 15 MPH aerial devices should be lowered. Aerials may not be raised and/or should be lowered immediately if there is potential for lightning storms.

15. If a water pipe 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.
16. 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.
17. No person shall climb any aerial device on the event site *except the owner or the official event photographer with a safety belt.*
18. 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 still 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 state or local jurisdiction and must show a current certificate of boiler inspection to the muster authorities and maintain a copy of the certificate on site.
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 unit must have an operational sealed safety valve.
6. 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. Adequate wheel chocks must be used.
7. Participation in 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.
8. 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 and wheels chocked.
9. 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.
10. 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 handled shovels are required.

11. 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.
12. 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.
13. Common sense demands that care be taken in operating those devices that could shower spectators with water, soot, embers, steam or hot water.
14. Reports of accidents of even the most minor degree should be reported on the **SPAAMFAA Post Event Report** and sent to the Safety Committee Chairman and the Executive Secretary.