

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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**PUBLIC EDUCATION AND
RELATIONS**

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Title: S.A.F.E. House Policy

Effective Date: 01/01/2009

Revised Date: 01/01/2009



Fire Chief's Signature



City Manager's Signature

S.A.F.E. HOUSE POLICY

I. PURPOSE

To outline the procedures to be used when towing the S.A.F.E. House.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. RESPONSIBILITIES

It is the responsibility of the driver of the towing vehicle for the S.A.F.E. House to ensure that this policy is adhered to.

III. PROCEDURES

The following procedures are to be followed when towing the S.A.F.E. House:

- Visually inspect unit for any loosely attached items that may fall off during towing. If items cannot be secured, they are to be removed.
- Be sure all tires are inflated properly.

- Inspect interior to be sure all items are secure and there is no danger of items being thrown around during towing.
- Be sure all windows and doors are secure and locked.
- All folding steps are to be secured in the closed position.
- Be sure that the S.A.F.E. House trailer lights are operable.
- The Fire Department Shift Supervisor will designate a vehicle to tow the S.A.F.E. House.
- The S.A.F.E. House will be towed only during the daylight hours.
- The S.A.F.E. House will be towed only at a safe speed and no higher than the posted speed.
- Personnel will be located on each side of the S.A.F.E. House to assist the driver backing into the location.
- The S.A.F.E. House must be on level ground and the stabilizer jacks should be extended until they touch the ground. The jacks should never be extended to the point that the tires are suspended from the ground.
- There must be a 30 AMP circuit to power the S.A.F.E. House. Under no circumstances should the unit be plugged into a 220 volt electrical service, which can cause severe damage.
- Prior to towing, the S.A.F.E. House should be checked for damages. Damages should be immediately reported to the Shift Supervisor.
- The S.A.F.E House will be operated with a minimum of three personnel to ensure safety.