

S.O.P. #: 700-11

SUBJECT: Training Aids

DIVISION: Emergency Operations

Objective: An update of training aids available to Fire Department Personnel.

Section #1: The Fire-Rescue Academy has the necessary equipment available on a loan basis, to allow station personnel to utilize the listed visual aids stored at the Fire-Rescue Academy.

- A. The following is an operating procedure which has been implemented to help insure that needed materials are received on time.
 - 1. When personnel wish to use A/V materials, they shall contact the A/V Services to reserve needed materials.
 - 2. The person(s) needing the materials then shall contact the Driver/Messenger to arrange delivery and pick-up of materials.

Note: Tapes that are requested shall be sent out to stations and returned by inter-office mail directly to A/V.

Section 2: List of Equipment and Visual Aids available for use.

- A. Equipment.
 - 1. Film projector - 16MM.
 - 2. Slide projector.
 - 3. Overhead projector.
 - 4. Sound on slide projector.
 - 5. Movie screens.
 - 6. Video cassette player.
 - 7. Opaque projector.
 - 8. Tape recorder and player.

B. Visual Aids

All films, slide carousels, sound on slide trays, video tape cassettes (suppression), video tape cassettes (EMS) and overhead transparencies are listed in the Training Aid Catalog. This catalog is included as part of each station library. As new materials become available this catalog will be updated to include same.