

Support Utility Operations Workbook

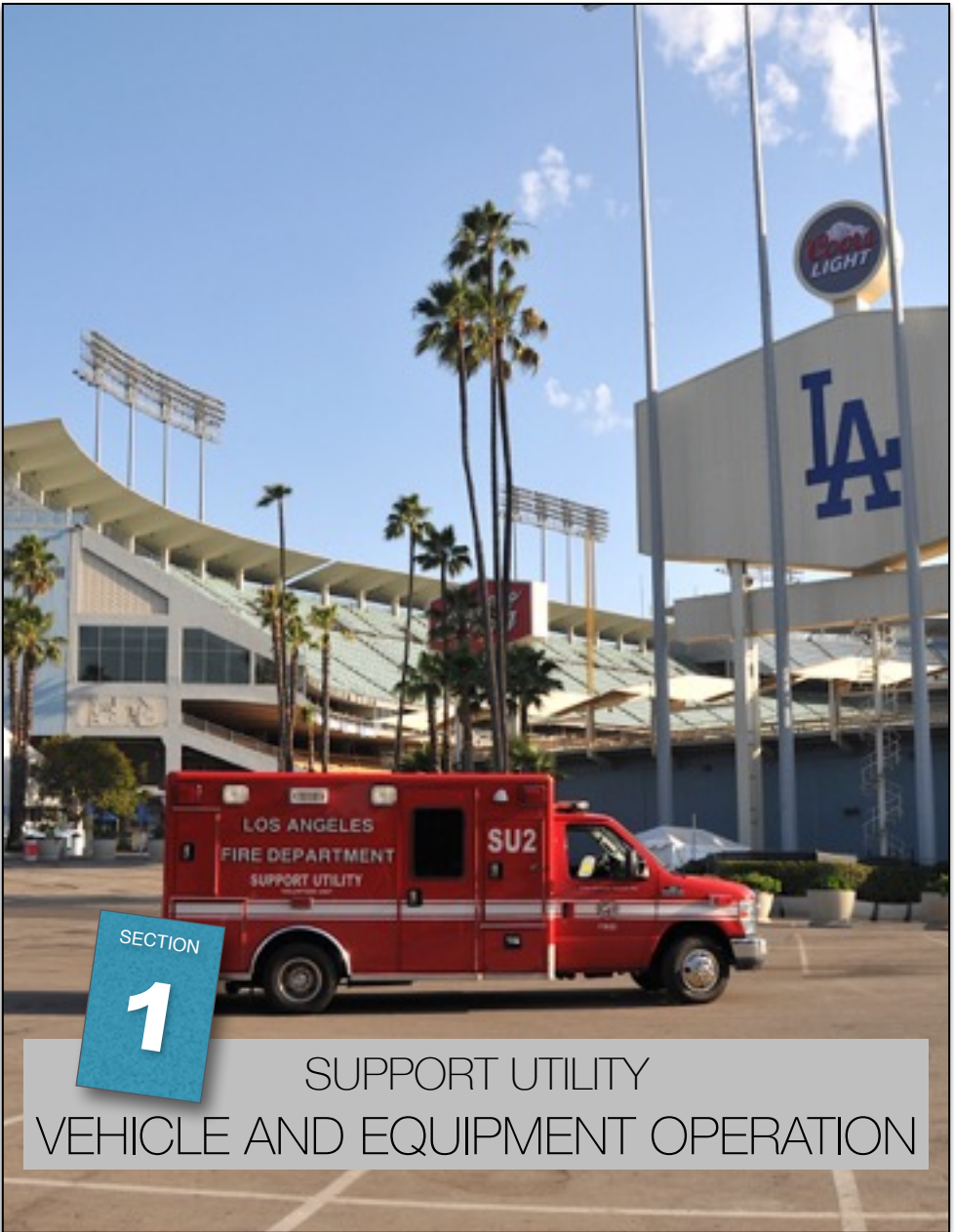


Los Angeles Fire Department Support Service Volunteer Unit



Support Utility Workbook

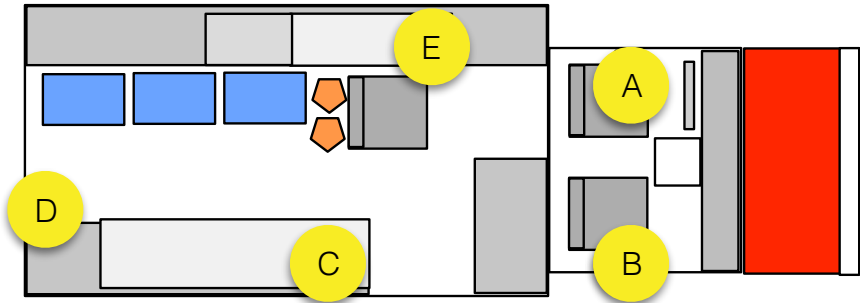
The Support Utility vehicles are two converted Ford/Wheeled Coach Type III Rescue Ambulance. Shop Number 11630 Support Utility 1 and Shop Number 11832 issued to Support Utility 2. This chapter will give you the basic description of the instrumentation and controls of the vehicle.



SUPPORT UTILITY
VEHICLE AND EQUIPMENT OPERATION

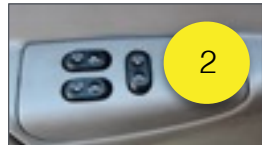
WORKBOOK

1. What is the Shop Number for SU1 _____
2. What is the Shop Number for SU2 _____
3. What is the combination for the LockBox _____
4. The SU lockbox is the last four digits for the _____ of Supply and Maintenance.
5. 213-485-_____
6. The Department keys box is mounted on _____ of each Support Utility.
7. The combination number for the apparatus key box is _____
8. The Apparatus LockBox is mounted on _____
9. True or False. The keys for SU1 are the same keys for SU2. TRUE or FALSE
10. True or False. The same keys for any van rescue ambulance will open the doors and start the ignition for SU2. TRUE or FALSE.



11. Match the lock/un-lock switch:

- A - _____
- B - _____
- C - _____
- D - _____
- E - _____



These two foot switches control the _____
and _____

12. This is a 110V - ____amp plug.

13. This plug is used to provide _____ to the SU.

14. Do not allow _____ to touch the power connection.





15. In the above photo is the charger:

ON

OFF

16. The battery chargers hook up and meter/monitor is located next to the _____ door.

17. When the shore power is plugged in the CHARGER ON light will come on. What color is the Charger On Light?

Green

Red

Blue

Yellow

18. The coffee maker and power outlet is located in Compartment No. _____

19. This outlet is connected to _____ Power.

20. The cable must be plugged into the outlet located at the _____ in the cargo compartment.

21. The radio consists of five main components;

- The _____: containing the radio control head.
- _____ and _____ intercom system, located next to the driver's seat.
- An additional control head is located on the _____ in the cargo compartment.
- The _____ mounted next to the driver's seat.
- The _____ mounted on the roof of the cargo compartment.

22. The _____ MHz radio system is the primary radio used for communicating with Metro Fire Dispatch and other LAFD fire companies.

23. The LAFD Fire Radio is on the _____ Band.

24. Your radio has the ability to operate _____ with other radios without going through the _____.

25. While operating in _____, you will not be able to speak with Metro Fire Dispatch or units a long distance.



26. Match the Number with the buttons and lights function.

Transmit or XTIM Light _____

Direct Button _____

Busy Light _____

Channel Selector or Mode Button _____

Power On - Off Button _____

Dim Display On - Off Button _____

Volume Control Button _____

Scan On - Off Button _____

27. _____ is only good for approximately _____ miles, depending on terrain, etc.
28. Turn off the scan when you are going to transmit on the radio. True or False?
29. Your radio display has _____ levels of display brightness intensity: High, Medium, Low, and OFF.
30. The radio microphone on the dash board next to the steering wheel is used for the _____ Radio and is used for communicating with _____ and other fire resources.
31. If you are the only person driving the SU you should move the microphone to:
- A. The clip near the passenger seat
 - B. The clip near the drivers seat
 - C. It will not make a difference you do not need to use the microphone.
32. PTT stands for _____
33. You should _____ for ongoing conversation before you transmit your message.

34. When you depress the PTT button you should wait for the (_____ quick beeps). Begin speaking.
35. If you hear a steady low-pitched tone (Honk), you should _____ the PTT and wait until the channel is available.
36. You should hold the microphone approximately _____ Inches from your mouth.
37. The radio identifier is on the _____ and _____.
38. All operators must identify themselves with the LAFD _____.
39. Operators may not interrupt any _____ messages.
40. You can use profane or obscene language on the radio if you are really mad. True or false.
41. You can send personal messages over the fire radio? True or False.
42. Do not operate the radio _____ while fueling.
43. The intercom can access the _____ and the _____ and _____ Networks.

44. The intercom system should be kept on the _____ Network.

45. VHF Radios are on the _____ Network?

46. What are the agencies that use the VHF Network?

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

47. UHF Radios are on the _____ Network?

48. What is the agencies that use the UHF Network?

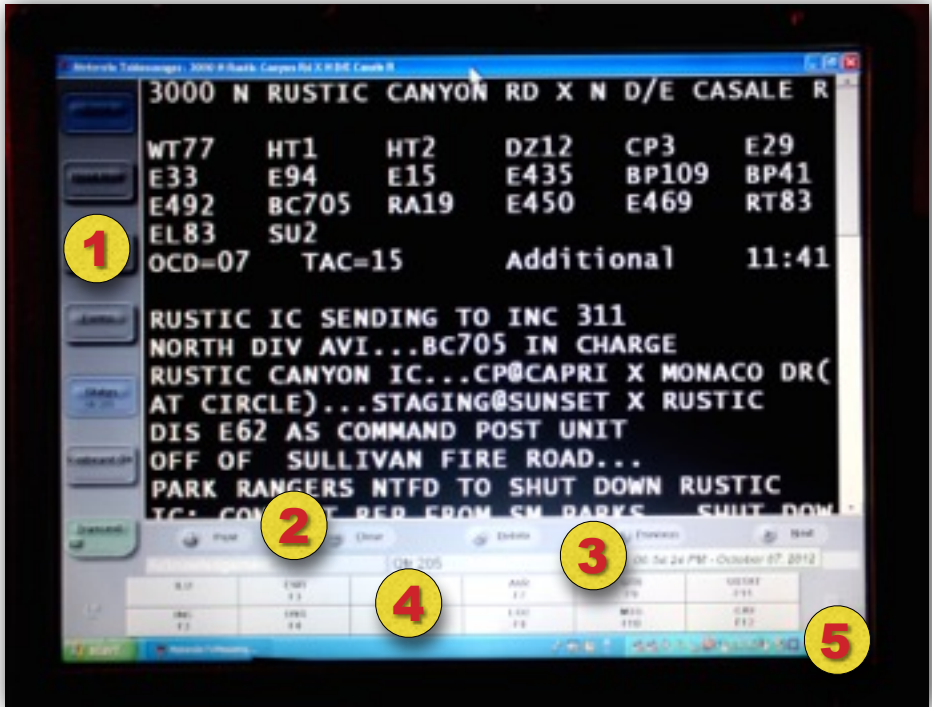
A. _____

B. _____

C. _____

49. The Ht and HT Charger are located in _____.

50. The Mobile Data Computer are call _____.

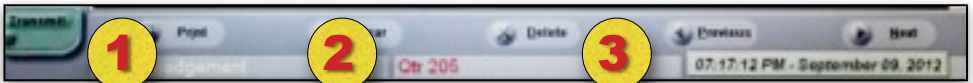


51. The work area is divided into function/control buttons and bars. List each function.

1. _____
2. _____
3. _____
4. _____
5. _____



52. The photo above is the MDC _____ Switch.
53. The log in password is _____.
54. Work Area control buttons are not displayed when the following buttons are selected.
- A. _____
- B. _____
- C. _____



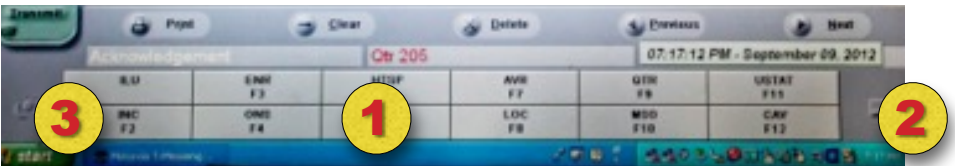
55. The Status Bar is located just below the Work Area Control Buttons and is used to view the status of the data transmissions and the unit's status. It contains information pertaining to the current status of the MDC. What is the information shown on the bar?
1. _____
2. _____
3. _____

56. The Terminal Status shows the current status of the MDC. What are the messages that you will see in this bar?

1. _____
2. _____
3. _____
4. _____
5. _____

57. Unit Status displays the _____ current dispatch status.

58. The Unit Status field remains _____ until acknowledged by the CAD at which time it turns _____.



59. Unit status buttons are located on the bottom of the screen and are used as part of the system to acknowledge calls and indicate unit status. What are these buttons do?

1. _____
2. _____
3. _____

60. Match the Control Buttons with the function:



_____ This button takes you to where all incoming and outgoing messages are stored.

_____ This button is used to transmit messages.

_____ This button shows the unit's current status.

_____ This button will let you read New messages that arrive. When messages are present and have not been read, the number of messages are indicated on the button. Selecting the button will step through the new unread messages.

_____ This button brings up the on-screen keyboard.

_____ This button brings you to your Main working screen.

_____ This button should not be used by Field Personnel.

61. You can send a message to Metro Fire or to another field unit. You can display this form by pressing _____ on the keyboard, or by choosing the _____ button from the status buttons.

62. The following is a listing of the functions that are initiated when these keys are selected. Match the keys with the function:

- | | |
|----------------------------|--|
| ILU (F1) - _____ | A. Places the apparatus available on the radio. |
| INC (F2) - _____ | B. Used to send Unit-to-Unit messages. |
| ENR (F3) - _____ | C. Places the apparatus enroute to an incident. |
| ONS (F4) - _____ | D. Places the unit in quarters in whichever district the unit is in. |
| AVR (F7) - _____ | E. Brings up the CAV menu. |
| LOC (F8) - _____ | F. Used to determine the status of any unit. |
| QTR (F9) - _____ | G. Brings up information for the incident on which the unit is currently assigned. |
| MSG (F10) - _____ | H. Places the apparatus on scene of an incident. |
| USTAT (F11) - _____ | I. Is used to change location as a unit transitions through different districts. |
| CAV (F12) - _____ | J. Brings up the NAV menu. |
| Shift, F1 - _____ | K. XMIT Transmits any message on the |

63. The Location form is displayed by pressing _____, or by choosing the _____ button on the status buttons. Enter the fire station district and an _____ or _____ for Radio or Quarters status.
64. What does the following abbreviations stand for:
- A. R _____
 - B. Q _____
 - C. RAD _____
 - D. AVR _____
65. What is the Location Number for Supply and Maintenance _____
66. What is the Location Number for Fire Station 7 _____
67. What is the Function (F) Key for Available?
F- _____
68. What is the Transmit Function (F) Key?
F- _____
69. The USTAT Form will give you the current status of any unit along with the last _____ status updates.

70. Obtain Status of "Self"

Method 1

Select _____ to clear the screen.

Select the _____.

Select "USTAT" (or _____).

Method 2:

Select "USTAT" (or _____); the USTAT

Form is displayed

Enter your Company's Designation

Select _____ (or F-I).

71. Obtain Status of "Another Company"

Method 1

Select _____ to clear the screen.

Enter the _____.

Select "USTAT" (or _____).

Method 2:

Select "USTAT" (or _____); the USTAT

Form is displayed

Enter the designation of the Company which you seek to obtain the status of (for example: BC14).

Select _____ (or F-I).

72. The lighting control console is located between the _____ and _____ seat in the cab.
73. The master switch controls all:
- A. _____ lights
 - B. _____ lights
 - C. and the rear _____.
74. The emergency lights are controlled by the _____ switch on the console. _____ lights can be activated all at once by throwing the switch.
75. The master control switch is the _____ switch on the console.
76. SU _____ has a front lightbar has been changed to have red, amber and a center clear lens.
77. The rear lightbar is also equipped with _____ and _____ lens along with the center _____ light and _____ clear loading lights.
78. The pre-set the emergency lights so all you need to do is flip the _____ _____ switch.
79. All of the _____ warning lights come on when the Warning Lights switch is flipped on and are part of the emergency warning system.

80. Match the switches with the lights.



81. The rear amber warning lights are the _____ in the system.
82. Located in the upper running lights the _____ are strobes that operate independently of the running or warning lights.
83. The _____ Flasher alternates the headlights between high and low beams.
84. The _____ activates only when the vehicle is moving.
85. The _____ Lights are two side flood lights.
86. The _____ Lights (center flood light) can be switched on for each side of the vehicle for additional work light.
87. The rear loading lights are located within the rear _____ and is focused over the rear doors.
88. The _____ lights will activate when the rear doors are opened



89. Match the lights.

Front Lightbar _____



Rear Lightbar _____



Warning Lights _____



Rear Amber Lights _____



Corner Flashers _____

High Beam Flasher _____



Scene Lights _____

Flood Lights _____



Loading Lights _____



90. If the Heater/AC does not come on are the cargo area you should turn on the _____ switch on the console.
91. The PASS SIREN and PASS HORN switches disables the siren and horn _____ switches on the passenger side of the cab.
92. The Load Manager is an electronic system that maintains _____ voltage, and by controlling electrical loads. After the battery voltage drops to a preselected setting, the the load manager will equalize the electrical loads to compensate for the low voltage.
93. When excessive electrical loads cause a drop in battery voltage the load manager will de-energize loads at approximately 60-second intervals starting with the _____.
94. The Load Manager will start shutting down systems in the following order:
- A. _____
 - B. _____
 - C. _____
 - D. _____

95. The fast idle system will be maintained for a minimum of _____ - minutes and until a voltage reading of _____0 is achieved.
96. The load manage indicator is located on the _____. A _____ LED indicators that the load manager is active, A _____ LED indicates that the load manager has sensed a low voltage.
97. When there is a heavy demand placed on the electrical system such as when idling on scene, always engage the _____ feature of the engine.
98. The high Idle system engages when the _____ is engaged.
99. The Door and Compartment Ajar Indicator will come on when _____ are _____.
100. You can always depend upon the Door and Compartment Ajar indicator lights. True or False.
101. Always _____ around the apparatus and check doors before leaving.
102. The siren is be used by volunteers responding to incidents. True or False.

103. The following items can be used on the siren controls:

A. _____

B. _____

C. _____

104. List each switch function on the Action Wall Switch Panel.



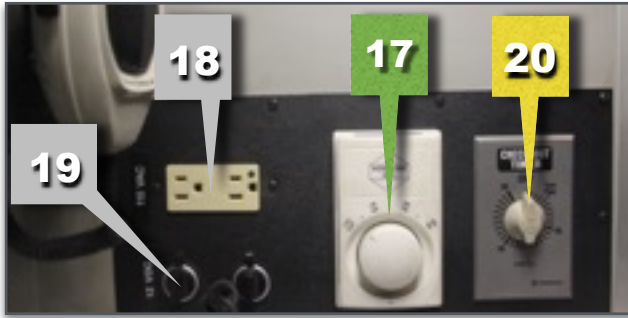
12. _____

14. _____

15. _____

16. _____

105. List each switch function on the Action Wall Switch Panel.



17. _____

18. _____

19. _____

20. _____

106. List the two sets of lights on the Action Wall Switch Panel.



21. _____

22. _____

107. Each dome light has three settings:

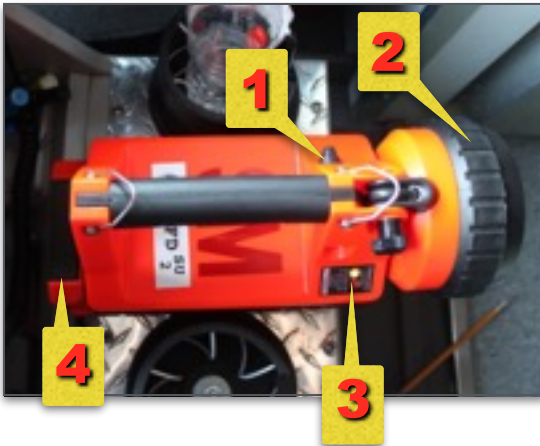
Up Position _____

Center Position _____

Down Position _____

109. Each Support Utility is equipped with _____ powerful rechargeable hand lantern. Located in Compartment No. _____ on the _____ of the rig. Another is between the _____ in the drivers compartment.

110. Match the items on the Hand Lantern:



A. Lantern Release _____

B. ON /OFF Switch _____

C. Charge Status _____

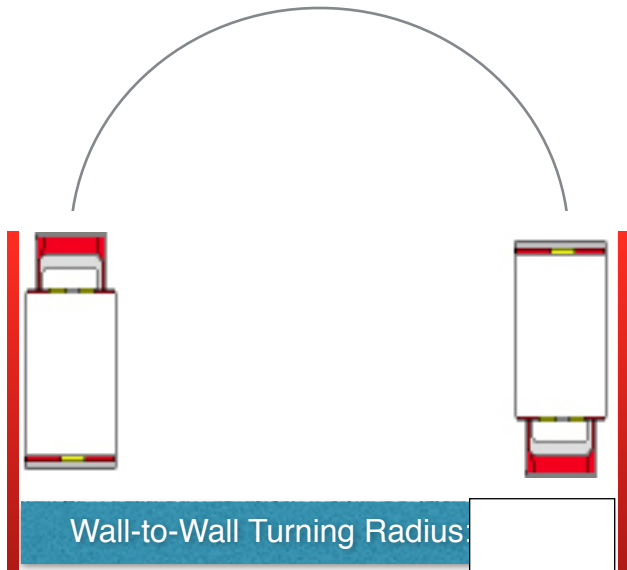
D. Adjustable Head _____

111. The Hand Lantern Charger Status LED colors are:
- _____ = Ready
- _____ = Charging
112. The hand lantern has an _____ lamp dome that can be directed when the lantern is set down on a flat surface.
113. To Release the hand lantern
- A. Push in on the _____ level located at the _____ of the charger unit.
- B. _____ on the lantern then _____ once the lantern clears the charger.
114. There is a flashlight located near each _____.
115. Extra flashlights and traffic wand cones are stored in the _____ along with extra ___-Cell batteries.
116. The _____ can be taken off and the wand attached.
117. The traffic wands are located on the _____ door.

118. The _____ of the wand can be removed so that a _____ beam of light can be used for illumination.
119. A hand spot light located in the _____ of the vehicle.
120. The spot light is stored on the console between the _____ seats.
121. The cord is long enough that it can be used by both the _____ or _____. The cord will also extend outside the _____ door if needed.
122. The spot light has a _____ to activate switch on the back of the light that will only be active when you hold it _____.
123. When Jump Starting the battery system always connect (+) positive to positive, and (-) negative to negative. True or False.
124. You should always wear safety glasses or goggles when jumping the battery system. True or False
125. Position the vehicle so the jumper cables will reach easily between the batteries. _____ allows the vehicles to touch.

126. You should _____ all electrical accessories in each vehicle. Turn _____ all lights not needed to protect the vehicles or to light the work area, and turn _____ the Warning Light Master Switch.
127. You should apply the parking brake and shift the transmission to N (Neutral) in both vehicles. True or False.
128. Connect the first jumper cable from the _____ (+) of the dead battery to the _____ (+) terminal on the booster battery.
129. Connect one end of the second jumper cable to the (-) terminal on the booster battery, and the other end to the frame of the disabled vehicle at least _____ inches away from the battery. Do not touch the other end directly to the battery (-) terminal because a spark could occur and cause an explosion of gases. True or False.
130. When the jumper is properly attached, start the engine of the vehicle with good (charged) batteries. True or False

- 131. Run the engine at a high speed. True or False.
- 132. When the vehicle starts, remove the battery jumper cables by reversing the above sequences. True or False.
- 133. Remove the _____ cable first.
- 134. How high is the Support Utility with antennas ____?
- 135. How wide is the Support Utility including side mirrors _____?
- 136. What is the turning radio for the Support Utility?





Equipment Operations Workbook Section 1 * Part 2

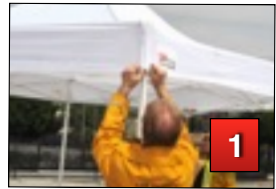
1. What Compartment is the EZ-Up Shelters stored in on the Support Utilities? _____
2. How many EZ-Up's are kept on a Support Utility? _____
3. Each EZ-Up is _____ x _____
4. What is the shelter equipment in the photos.



5. With each partner grasping two outer legs, push frame together to fully close it - **Be careful not to pinch** _____ when closing the EZ-Up.

6. Match the photo with the procedures for setting up and EZ-Up shelter:

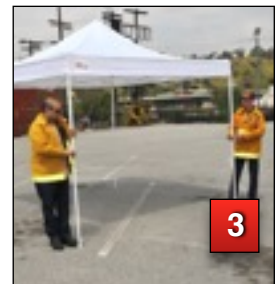
_____ Place your E-Z Up frame in the center of area to be sheltered.
With a person on the opposite side, grasp two outer legs, slightly lift off ground and step backwards, stopping at full arms' length- approximately 3/4 it's total size.



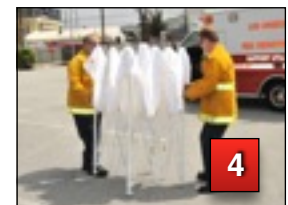
_____ Grasp the bottom of the diamond shaped area of trusses on opposite sides. Lift up and step backwards until shelter is fully opened, being careful not to pinch fingers.



_____ Engage the auto slider at each corner by pushing up with one hand while holding down the top of the leg with the other hand. The quick pin will engage the hole. Then pull down the hem of the top. Repeat at all four corners.



_____ Lift two adjacent outer legs up 1'' and slide out the inner legs until the toggle button locks. Repeat on the opposite legs - make sure to do two legs at a time.



7. Match the photo with the procedures for taking down an EZ-Up shelter:

_____ With partner, slightly lift up two adjacent outer legs 1", depress toggle button and telescope inner legs into outer legs. Repeat on the opposite legs - making sure to do two legs at a time.



_____ Release the auto slider at each corner by first lifting hem of top. With one hand, push up on truss near slider, release quick pin by pulling ring.



_____ Grasp the top diamond on opposite sides by "close" sticker. Lift the shelter up slightly and shake it while stepping towards your partner until the unit is 3/4 closed.



_____ With each partner grasping two outer legs, push frame together to fully close it - Store shelter in cover bag.



7. Where can you get power from:
- A. _____
 - B. _____
 - C. _____
 - D. _____
8. You need to plug the power source into _____ on the SU
9. Where in the cargo area should you plug in the power cable? _____
10. In Compartment _____ plug in the coffee Brewer.
11. What are these items?



12. Match the photos with the procedures for setting up coffee.

Plug in the power source into the shore power input for the SU.



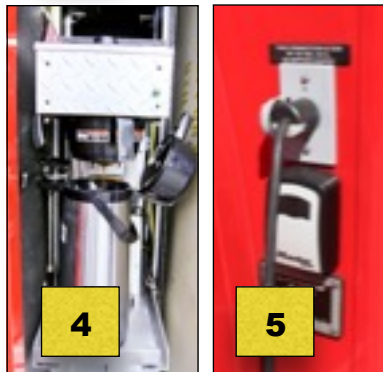
Plug the power cable into the action wall outlet inside the cargo area.



In Compartment 3, Plug the coffee Brewer into the power outlet located in the upper section of the compartment.



Setup the door shelf.
Remove items needed to make coffee.



When the Coffee Brewer is brewing temperature (the green light is on).
Follow the instruction for brewing coffee.

13. The removable shelf can be attached to the inside of the Compartment _____
14. The shelf is stored in Compartment No. _____
15. Find the _____ on the inside of the compartment door.
16. Align the _____ on the _____ of the shelf with the _____ and _____ until the shelf is seated and stable on the door.
17. The shelf can then be used as a work area for _____ weight items.





18. Match the items:

- _____ - Airpot (1.5 liter)
- _____ - Screened water basket
- _____ - Coffee Filter Basket
- _____ - Filter rails
- _____ - Pour basket cover
- _____ - Ready to brew light

19. What's in each of these containers?





20. Put the procedures in the right order:

- _____ When brewing is completed, discard the hot ground & filter.
- _____ Shake filter basket gently to level grounds.
- _____ Once the “Green” ready light comes on the system is ready. Slide filter basket into the funnel rails of the brewer.
- _____ Insert a filter into the filter basket.
- _____ Measure 1.5 Liters of room temperature water (not hot) into the graduate.
- _____ Pour in fresh coffee.
- _____ Place an empty airpot under the Filter basket. Remove the pump stem from the airpot.
- _____ Pour the water into the screened area on top.
- _____ The hot brewed coffee will pour into the airpot.
- _____ Slide filter basket into the funnel rails of the brewer.



21. Match the procedures for using bulk coffee with the coffee brewer:

_____ Pour the coffee into the filter basket, and follow the instructions outlined in brewing coffee. (steps 4 - 10)

_____ Pour coffee to the red line in the measuring cup. (2oz)

_____ Insert a filter into the filter basket.

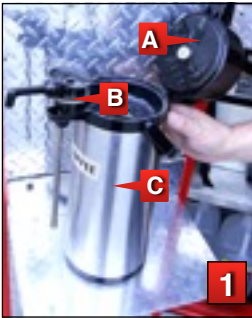


22. Match the procedures for making hot water with the coffee brewer:

_____ Slide filter basket into the funnel rails of the brewer. Follow steps (5 - 9)

_____ Insert a filter into the filter basket.

_____ Wash out filter basket and hot pot.



24. List the items for a 1.5 Lt Airpot

A. _____

B. _____

C. _____



25. Match the procedures for putting together an airpot:

_____ After the container is filled, slip the spigot back in the fill hole and set the spigot through the hole for the spout.



_____ Setup the Airpot.

_____ Close the lid. Make sure the lid snaps into place and locks down.



_____ Pull the handle up on the pump lid. The handle lock will snap into place (A) enabling the pump. Test the pump by placing a cup under the spout and depressing the handle.



26. List the parts of the Honda EG-3500 Portable Generator.

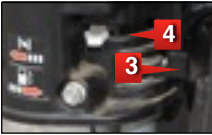
- _____ AC Receptacles
- _____ Fuel Valve
- _____ Choke Lever
- _____ Engine Switch
- _____ Voltage Selector Switch
- _____ Engine Oil Filler Cap
- _____ Gasoline Filler Cap
- _____ Muffler
- _____ AC Circuit Breaker
- _____ Air Cleaner
- _____ Recoil Starter Grip



27. Match the pictures for starting the
_____ Move the choke lever to the **CLOSE** position.



_____ Pull the starter grip lightly until you feel resistance, then pull briskly away from the generator.



_____ Turn the engine switch to the **ON** position.



_____ Check the FUEL Level by opening the top cap and removing the filter. The Support Utility does not carry extra fuel.



_____ Turn the fuel valve to the **ON** position.

_____ As the engine warm up, gently turn the choke lever to **OPEN** position.

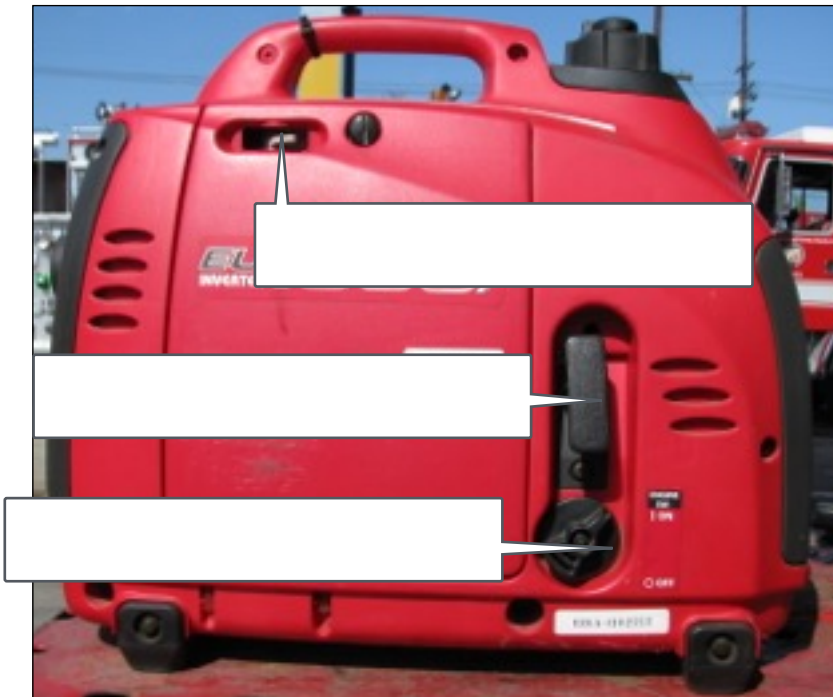


_____ Plug in the equipment and Switch on the AC circuit Breaker.

_____ Make sure the AC circuit breaker is **OFF** position.

28. The Honda EG-3500 Portable Generator is used on many LAFD resources such as our standard _____.
29. You need to use the choke if the engine is warm or the air temperature is high. True or False?
30. Make sure the AC circuit breaker is _____ position when starting the engine.
31. Turn the fuel valve to the _____ position.
32. Move the choke lever to the _____ position.
33. The Support Utility does not carry extra fuel. True or False?
34. If fuel is needed, a _____ carries extra gasoline.
35. Allow the starter grip to snap back against the engine.
True or False?
36. The EU-1000i and EU-2000i generator is used for _____.

37. The EU-1000i and EU-2000i generator used as a _____ for the fuel Pods.
38. The EU generator and charging equipment stored in Compartment No. _____ on the Support Utility.
39. The EU-_____ generator has enough power to run the coffee brewer.
40. Name the parts in the EU-1000i generator:



41. You should use regular automotive Unleaded Gasoline in the generator? True or False.
42. Do to the long periods of time that the fuel is left in the generator between use we add fuel _____ to the fuel tank.
43. Gasoline is extremely _____ and _____ under certain conditions.
44. Refuel in a well _____ area with the engine _____.
45. Check the generator regularly for _____ leaks.
46. Do not _____ the tank and make sure the _____ cap is securely closed after refueling.
47. Be careful not to spill fuel when refueling. Fuel vapor or spilled fuel may ignite. True or False.
48. If any fuel is spilled, make sure the area is dry before starting the engine. True or False.
49. The EU-2000i has a tank capacity of _____ gallon.
50. The EG-3500 has a tank capacity of _____ gallon.

51. Put the steps for releasing the generator in order.

_____ Un-strap the front of the generator.

_____ Slide the generator straight out, releasing it from the mounting bracket.

_____ Remove any equipment from the path of the generator.

_____ Move the generator into position. Use starting instructions outlined in this section.

_____ Roll the generator to the edge of the door and have two people lift it out. Use proper lifting procedures.

52. Put the lifting techniques in note right order:

_____ Feet shoulder width apart.

_____ Lift Close to your body.

_____ If you're straining, get help.

_____ Lift with your legs.

_____ Tighten your stomach muscles.

_____ Plan ahead before lifting.

_____ Bend your knees and keep your back straight.

53. Match the proper technique with the proper procedure:

_____ Feet shoulder width apart.

_____ Lift Close to your body.

_____ If you're straining, get help.

_____ Lift with your legs.

_____ Tighten your stomach muscles.

_____ Plan ahead before lifting.

_____ Bend your knees and keep your back straight.

1. Knowing what you do and where you go will prevent you from making awkward movements while holding something heavy. Clear a path. If lifting something with another person, make sure both of you agree on the path.
2. Holding objects closer to your body rather than at the end of your reach will give you a more stable and stronger lift. Make sure you have a firm grip on the object and keep it balanced as you lift it close to your body.
3. A solid base of support is important while lifting. Holding your feet too close together is unstable and too far apart will hinder movement. Keep feet about shoulder width apart and take short steps.
4. Practice the lifting motion before you lift the object. Think about the motion before you lift. Focus on keeping your spine straight – raise and lower to the ground by bending your knees. Do not over extend your knees past your ankles. Shift your rear back and lean forward as you squat to lift.
5. Tighten your abdominal and glut muscles as you squat to lift. This prevents excessive strain on the spine.
6. Legs are many times stronger than back muscles – use your stronger assets, your legs! Squat with tightened abs and gluts to protect your back when lifting.
7. If an object is too heavy, or awkward in shape, make sure you have someone around who can help you lift.

54. When lifting, Never bend your back to pick something up. True or False?
55. It's ok to lift by bending forward. True or False?
56. You can hold objects close to your body, not at the end of your reach for more stability. True or False?
57. NEVER tighten your gluts and abs as you squat down. Shift gluts back and lean slightly forward to avoid over extending knees. Straighten your legs to lift. True or False?
58. Don't twist or bend. True or False?
59. Face in the direction you are walking. If you need to turn, stop, turn in small steps, then continue walking. True or False?
60. Keep your eyes looking down. True or False?
61. Look forward, not downward, to maintain proper spine posture. True or False?
62. Never lift a heavy object above shoulder level. Seek assistance if task is required. True or False?
63. Avoid turning or twisting your body while lifting or holding a heavy object. True or False?

64. When fueling a vehicle you should always turn off the vehicle engine, True or False?
65. No Smoking, lit matches or use of a lighter shall be permitted within _____ feet of gasoline pumps.
66. If the fuel filler cap is venting vapor or if you hear a hissing sound, you should _____ before completely removing the fuel filler cap.
67. If fuel is swallowed, call _____ immediately, even if no symptoms are immediately apparent.
68. If fuel is splashed in the eyes, remove contact lenses (if worn), flush with water for _____ minutes and seek medical attention.
69. Always use _____ fuel in for Support Utilities.
70. Do not _____ the fuel tank.
71. If fuel is splashed on the skin and/or clothing, promptly remove contaminated clothing and wash skin thoroughly with _____ and _____.

72. When the Support Utility fuel level is under _____ a tank, you should refuel.
73. Do you need a fuel card for Support Utility 2, Yes or No?
74. Do you need a fuel card for Support Utility 1, Yes or No?
75. Gasoline for generators need to use a _____ fuel card from _____ Maintenance.
76. Each vehicle has been issued a City Fuel Card specific to the vehicle. True or False?
77. It is ok of let other vehicles use your fuel card. True or False?
78. The vehicle fuel card should only be used for fueling this vehicle. True or False?
79. The Fuel Card is kept in _____.

SECTION

2.1

SUPPORT UTILITY
ON - DUTY
PROCEDURES
WORKBOOK



Los Angeles Fire Department
Support Service Volunteer Unit

1. If you do not have a gate access card and the gate is not open you should:
 - A. Call the Volunteer Coordinator
 - B. Ring the Rescue Maintenance Door Bell
 - C. Call Rescue Maintenance
 - D. Call your assigned partner
 - E. All of the above are good options

2. The phone number for Rescue Maintenance is:

3. After Hours, Holidays and Weekends you can park:
 - A. Across the street in the church parking lot
 - B. Inside the yard, you can park near the warehouse, near the shed, behind the test pit or in place of the Support Utility.

4. During work hours you should park your car:
 - A. Across the street in the church parking lot
 - B. Inside the yard, you can park near the warehouse, near the shed, behind the test pit or in place of the Support Utility.

5. Work hours are _____ - _____, ____am to ____pm.

6. Where is the key for the church parking lot gate?

_____.

7. Where should you leave your keys:

8. If it after hours, a holiday or weekend the duty Support Utility can be:

A. Left were it is

B. Moved in front of the Warehouse

C. Both of the above

9. During normal business hours the Support Utility should be:

A. Left were it is

B. Moved in front of the Warehouse

C. Both of the above

10. If it is raining, the Support Utility should

A. Left were it is

B. Moved in front of the Warehouse

C. Both of the above

11. The _____ will determine if the Support Utility should be moved from the shed to any other location during the standby period.
12. A S&M logistic vehicles may be parked in front of the Support Utility and should be moved out of the way when on-duty.

On Sunday and nighttime hours, the vehicles can be moved and left in front of the shed. TURE or FULSE?

On weekends and after hours the keys can be left in the ignition or on the front seat of the front vehicle. TRUSE or FAKSE?

13. If there is a vehicle block the Support Utility you should:

- A. Get the keys from the key box on the shed refrigerator.
- B. Set it on fire blocking the SU
- C. Push it our of the way.

14. What is the combination for the LockBox

15. The SU lockbox is the last for digits for the _____ of Supply and Maintenance.

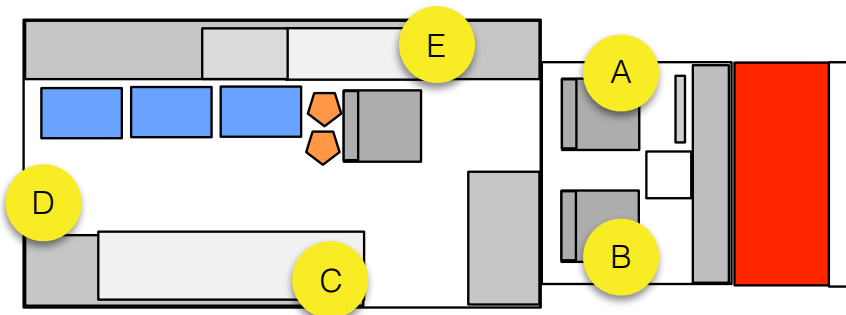
16. 213-485-_____

17. The Department keys box is mounted on _____ of each Support Utility.

18. The combination number for the apparatus key box is _____

19. The Apparatus LockBox is mounted on _____

20. It is a good idea to leave your car keys and status on the _____ in the Conference Room.



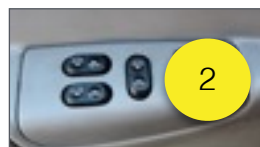
21. Match the lock/un-lock switch:

A - _____

B - _____

C - _____

D - _____



22. What are the minimum PPE's you should have on the Support Utility when you are on duty:

A. _____

B. _____

23. Before leaving load your PPE's into the _____
_____.

24. Make sure you have your:

A. _____

B. _____

C. _____

D. _____

E. _____

25. If it is dusk or dark test you _____ and have them available in the cab.

26. Remember that if you have a crew of _____, you will need to leave room for third member to be able to access of the jump seat.

27. Make sure the gear bags are _____, so they don't shift around when the apparatus is moving.

28. Bring a small gear bag with:

A. _____

B. _____

C. _____

D. _____

E. _____

29. The box with the _____ and _____ is fastened with Velcro on the warning switch console under the MDC.

30. There is an _____ for each volunteer that has the volunteer's name and _____ number.

31. Place the magnetic tag for the _____ and _____ on the metal bar mounted between the environment controls and the AM/FM radio.

32. If you have a _____ member riding on the apparatus, place the Accountability tag on the _____ metal bar;

33. Return the Accountability Magnets to their box on the warning switch console at the end of the shift. True or False.
34. _____ sets of Velcro "Unit ID Tags" are available for each Support Utility.
35. Place one on _____ side of your helmet at the beginning of the shift to identify you as assigned to the SU team.
36. Return the Unit ID Tag to its storage box at the _____ of your shift.
37. When backing into position, use a _____ whenever possible.
38. If you are backing alone you should walk the area to make sure you do not have any _____ when backing.
39. When backing into the _____ position, give yourself _____ on _____ side, so the doors can be opened and people can get around the vehicle.
40. What Support Utility should not be blocked when on stand-by _____.

41. On warm weather days we setup the standby operation different then cold weather or day that the temperature is under _____°.
42. How many Ice Coolers should be filled _____
43. An additional _____ bags of ice can be added to a cooler at time of dispatch.
44. If the day is extremely hot and crews are not working directly on the apparatus, then the Support Utility should be moved out of the direct sun to the _____, _____ or _____.
45. During hot weather we normally setup the coffee brewer for standby operations. True or False?
46. On cold weather standby's the Support Utility should be setup with _____
47. The coffee brewer plugged into the shore power outlet in Compartment _____, so that the water in the brewer is ready on dispatch.

48. When arriving on scene, the _____ is removed and started.
49. On site heat hot water and dump into a _____ gallon thermal container
50. If it's raining, keep the Support Utility under the _____ when you're _____ the coffee brewer.
51. Fill _____ large square ice cooler with ice.
52. _____ bags of ice will be added to a cooler at time of dispatch.
53. For weekend standby, ice is pulled from the ice maker in the lunch room. True or False
54. If the ice is low in this ice maker, a duty officer can have ice pulled from the _____ freezer.
55. The _____ ice coolers are loaded on to the hand trucks.
56. Where can you get hand-trucks from to move the Ice Coolers?
- _____
- _____

57. Logistics Cage (lock number _____)
58. Move the ice coolers to the _____
_____ ice maker for be filled and returned to the
Support Utility.
59. The ice coolers are filled or “iced down” at the
_____ of the shift.
60. On two day shifts the coolers are _____

61. If you spill ice on the floor while filling the
coolers, get a _____ from the janitorial
closet next to the lunch room.
62. The corridor between the warehouse loading
area and the lunch room has a problem with
the magnetic lock, What type of lock does it
have? _____
- 63.



This workbook is designed to be used with the Support Utility Handbook during training. Upon completion of your Support Utility Training Class you will return the completed workbook and the binder.

You will have the option to have the workbook returned once it has been graded and entered into you're training record.

Thank you

Michael Cunningham
Unit Commander
Support Service Volunteer Unit
Los Angeles Fire Department