

City of Winter Park Fire-Rescue Standard Operating Guideline

430.04

**Title: Department Master Resource
Library (MRL)**

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Purpose: To establish a guideline that will maintain the Insurance Services Office, **(ISO) 580.A.1d** required Department Master Resource Library available to all personnel.

Scope: This guideline is to be followed by all employees. Authority to deviate from this procedure rests with the Assistant Chief / Operations, or his/her designee, who is solely responsible for the results of any deviation. The Assistant Chief / Operations is responsible for the maintenance of the MRL.

General: The Department's Master Resource Library will be maintained with current materials along with other timely fire and EMS related resources.

430.04.01. Specific Materials

Specific materials are required to be maintained in the MRL. They include those items listed in **ISO section 580.A.1d**.

- NFPA Fire Protection Handbook
- IFSTA Fire Training Manuals
- Fire Engineering Fire Chief's Handbook
- ICMA Managing Fire Services

Books will be updated and new publications added as they become available.

430.04.02. Responsibilities

The Assistant Chief / Operations shall be responsible for maintaining the inventory of the MRL and adding additional resources when available.

430.04.03. Master Resource Library Format

The Assistant Chief / Operations shall keep the Master Resource Library in a format that is accessible for all personnel. The use of electronic media or the city's intranet will be the format of choice so that all members of the agency can access the various sources available to them.

430.04.04. Checking out of Resources

Resources located in the MRL can be checked-out for personal use away from the Station for a period of time not to exceed two-weeks.

All materials loaned from the MRL will be made available on *first come, first serve basis*.

Failure to return any materials to the MRL at the prescribe time may result in disciplinary action to include the employee being required to replacing the materials at their expense.