

**BODEGA BAY FIRE DISTRICT**  
**STANDARD OPERATING PROCEDURE**

WRITTEN BY: ELSON *[Signature]* APPROVED BY: *[Signature]* NUMBER: 64

SUBJECT: STATION APPARATUS BAY DOORS DATE: 8JUN97

The station has been provided with three RAYNOR sectional overhead apparatus bay doors. Two outside doors measure 12'x12' with the center measuring 12'x14'.

Each door should be used within the guidelines set forth by the manufacture. Do not hang anything from the door at anytime.

Each door is provided with an electronic motor for ease of operation. These motors are controlled by the push button control pad located next to each door. The push pad has three commands, UP, DOWN, and STOP. When making a directional change, always use the STOP button before choosing another command. Be sure that the door has stopped completely before changing direction. Each door is provided with a automatic sensor switch to stop the door at the proper opening.

Each door has a manual override system. To use the manual door operations, pull and secure the small chain located under the motor, this disengages the electrical motor clutch. Use the large chain to raise or lower the door. To re-engage the electrical motor, release the tension on the small chain.

Both the large and small chains shall be secured within the brackets designed when not in use.

Always keep the door in the fully open or fully closed position. NEVER, leave a door in the halfway open position.

There are three red automatic door openers located in the apparatus bay. By activating one of these buttons, all three doors will open simultaneously. All three doors will close automatically in 8 minutes. If one of the safety sensors are activated while a door is closing, the door will automatically reverse to the full open position. The sensor activated door will no longer be in the automatic mode and must be closed by pressing the down button to that respective door.

If you are in a vehicle while the door begins to come down, STOP and stay where your at. As soon as the door's bottom pressure switch hits an object, it will stop and reverse to the full open position.

If you have any questions concerning these doors, contact the Fire Chief for the manufacture information. Report any problems with the doors to the Chief or Duty Chief.

Each shift officer will be responsible for the enforcement of this policy. Any unresloved issues arising from this policy, shall be submitted to the Chief.