

Standard Operating Guidelines

Lost, Damaged, Out of Service Equipment

Guideline # 130.11

Date: 05/11R

11.01 PURPOSE

To establish Fire District policy and procedures for the proper management of matters concerning lost, damaged or out of service equipment and/or apparatus.

11.02 POLICY

Members who may become aware of lost, damaged or out of service Fire District equipment and/or apparatus shall promptly report such conditions in accordance with the procedures contained within this policy.

11.03 PROCEDURES

A. Any member who becomes aware of lost damaged or out of service Fire District equipment and/or apparatus shall notify his/her supervisor immediately. If a supervisor is not available, the firefighter will fill out a **REPAIR/SERVICE REQUEST** sheet. This information will be placed in the chief's mail box and if possible an email should be sent to the Chief, Engineer and Career Staff Officer in charge of Maintenance and Repair.

B. If damage is severe enough and/or the incident requires emergency attention, contact one of the following individuals: Chief, Asst. Chief and Engineer

C. The Fire Chief shall make an assessment as to whether or not theft or vandalism has occurred and, if necessary, notify the Police Department. An incident report must be filled out for any theft of Board property.

D. The member responsible for the loss or damage to the property in question must complete the Property Loss/Damage Notice Form and forward it to his/her supervisor for their signature.

E. The Property Loss/Damage Notice Form must be completed for all Lost or damaged property.

F. The Fire Chief shall notify the Asst. Chief, Engineer and the Career Staff Officer in charge of Maintenance and Repair of the situation and those actions which have been taken.

G. Equipment shall be repaired or replaced as warranted by the Board when appropriate.

H. When equipment is repaired or replaced and placed back in service the Chief shall be notified.

11.04 Procedures for Small Equipment

A. When small equipment is taken out of service or damaged, it will be necessary to fill out a REPAIR/SERVICE REQUEST form and these items will be tagged with a three part numbered equipment tag. This tag will have the following information placed on it:

- Type of equipment
- Damage, nature of repair, service needed or problem found
- Date taken out of service
- Who placed it out of service - Firefighter's last name?
- Where the equipment came from (example engine 5511)
- Who was notified?

B. The first part of the tag (with wire) gets affixed to the damage/out of service equipment. The second part of the tag goes into the Engineer's mail box. The third part of the tag goes into the Board of Fire Commissioner's mail box at station 55.

C. The REPAIR/SERVICE REQUEST form will be handled as prescribed above in 11.03

Approved:

Approved:

Date:

Date:

District Chief

Company Chief