

Egg Harbor Fire Department and First Responders Standard Operating Guidelines

SUBJECT: EQUIPMENT OUT OF SERVICE

SOG 316

PURPOSE: To maintain an orderly system of placing equipment out of service.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

POLICY

- A. Fire Department equipment may be placed out of service for replacement, repairs, safety or routine service reasons.
- B. The Officer in charge may, at their discretion, place equipment out of service as the immediate need may arise.
- C. Department members shall communicate and coordinate with their counterparts concerning out of service equipment.
- D. When equipment needs repair, a work order shall be filled out.

RESPONSIBILITY

- A. The Officer in charge of equipment is responsible for the overall maintenance of out of service equipment problems. He/she shall manage said problems in such a manner so as to facilitate the timely return of said equipment to service or provide adequate replacement equipment.
- B. Members are responsible for notifying the Officer in charge prior to taking any piece of equipment out of service for routine maintenance.
- C. All members are responsible for notifying their immediate supervisors of safety conditions which may warrant placing equipment out of service.

PROCEDURE

- A. Members shall notify the Officer in charge of conditions which may warrant equipment being removed from service.
- B. The piece of equipment shall have a red out of service tag attached to it. The following information shall be written on the tag.
 - 1. Name of person removing item from service.
 - 2. Officer contacted.
 - 3. Reason for removal from service.
 - 4. Date removed from service.
- C. Officers shall make all appropriate notifications and shall coordinate with their counterparts concerning out of service equipment.