Egg Harbor Fire Department and First Responders
Standard Operating Guidelines

SUBJECT: EQUIPMENT OUT OF SERVICE

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.

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