

Manhattan Fire Protection District

Standard Operating Procedure	Section Emergency Apparatus Subject Apparatus Out of Service, Engine	page 1 of 1 date 9-13-05 <i>Revised 10-15-08</i> SOP# 451-2
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PURPOSE

This procedure is to assure consistency in removing an apparatus from service.

SCOPE

This procedure shall apply to all employees of the department including volunteers, paid-on-call, part-time, full-time, auxiliary, and associate.

ENFORCEMENT

The primary responsibility for adherence to this procedure rest with each individual. Company officers or acting company officer are responsible for the enforcement of this procedure. Authority to deviate from this procedure rest with the officer or acting company officer.

APPLICATION

From time to time an apparatus needs to be removed from service due to, routine maintenance, repairs and or safety concerns. When ever an apparatus needs to be removed from service the Officer in charge of apparatus needs to be notified. The Officer will make needed contacts to have apparatus repaired.

When removing an engine from service the reserve engine shall be moved up to that position. Equipment from the out service apparatus shall be moved to the reserve engine to make this engine front line. Equipment that needs to be relocated is as follows but not limited to:

- Cellular Phone
- Thermal Imaging Camera
- Map Books
- Genesis rescue tool and associated equipment
- Portable Radios

If for reasons of maintenance, such as tire repair or pump repair, the water tank is drained, documentation shall be made two ways.

- Make notation in log book located in out service apparatus station.
- A sign should be attached to the interior of the out of service apparatus visible so operator will notice.

All movement of equipment shall be documented in log book located in station of out of service apparatus. Documentation shall include the name or names of personnel who performed the work.

Approval by Chief Forsythe

Date 10/15/08