

Manhattan Fire Protection District

Standard Operating Procedure	Section Emergency Apparatus Subject Apparatus Out of Service, Ambulance	page 1 of 1 date 9-13-05 <i>Revised 10-15-08</i> SOP# 451-4
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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 ambulance from service the equipment from the out service apparatus shall be moved to a safe location so not to cause harm to personnel or damage to equipment. Possible location would be 1291 if used as a first responding vehicle. Equipment that needs to be removed is as follows but not limited to:

- Drug Box
- Cellular Phone
- Portable Radios
- Suction Unit
- Pediatric Jump Bag
- Adult Jump Bag
- Nitrous Unit
- Life Pak 12 Monitor
- Clip Board
- Extra drugs if out of service is for longer than one day

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