

SOG C-11  
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### ***C-11: Equipment Loaned, Lost, Stolen, Left at Scene, or Sent with Patient***

- A. In order for the Fire Department to keep track of items owned by the District it has become necessary to establish a procedure covering the loaning, loss or damage to equipment, equipment left at the scene of an emergency and items that have been sent with a patient to a hospital or clinic.

#### **Items Loaned**

- A. Items such as squeegees, mops, buckets, etc., may be loaned out upon approval of a Chief Officer if the items would allow a citizen to take care of water removal without Fire Department assistance.
- B. It may, from time to time be necessary to allow the use of some items to other governmental agencies upon approval of a Chief Officer.
- C. When items are loaned, an entry will be made in the station journal, containing the name of the agency, the name of the person and a phone number where they can be reached, a list of the items taken and the approximate date of return.
- D. It is very important that when the items are returned, that all items borrowed are returned in working order and that a written record of the return is made as outlined above.
- E. In no case will any equipment be loaned that would render a vehicle out of service.

#### **Items or Equipment Lost**

- A. It is recognized that from time to time tools and equipment are lost during an emergency. In order for the Department to replace these items, the Battalion Chiefs must be notified of the loss via an e-mail.
- B. Items lost such as small tools and equipment will be reported to the Battalion Chief stating how the loss occurred if known.

#### **Items Stolen**

- A. Any items or equipment that are believed or presumed stolen at the scene or from the station **MUST BE REPORTED IMMEDIATELY** to the Battalion Chief and an entry is to be made in the station journal.

#### **Items Sent to a Hospital or Care Center with a Patient**

- A. Non disposable EMS equipment is regularly sent with a patient to a medical care center.

- a. When this occurs the officer or designee (or anyone who discovers a missing item) of the responding unit must:
  - i. Post an email to the “Equipment Retrieval” Folder (ERF) in Outlook.
  - ii. If non-disposable EMS equipment is found missing, regardless of “when” it occurred, post a note to the ERF.
  - iii. For ease of monitoring be descriptive in the subject line of your post i.e. “E65,sm vac splint , St Fran”.
- B. On a regular basis our operational support person will check the ERF and post frequent equipment “status” messages back to that folder so that everyone can check the equipment retrieval status. In essence this will be used like an electronic “white board”. A hospital pick up run is normally completed once a week.

### **Damaged Equipment**

- A. It is recognized that from time to time small tools and equipment used in the normal course of an emergency will become damaged. Damage may also occur through normal day to day use around the station. When this occurs the following guidelines must be followed.
  - a. **Assessment of Damage**
    - i. When a piece of equipment is damaged for any reason, the officer must accurately assess the damage to determine if the item can be used without endangering those who might use it, or if the item is unsafe and must be taken out of service. If there is any doubt, take it out of service.
    - ii. Items damaged and inoperative must be removed and placed out of service and reported as herein prescribed.
    - iii. Equipment that is unsafe and inoperative shall not be left on the apparatus where it might be used by mistake.
    - iv. Equipment that is damaged but still operative may remain in service, but must be reported as herein described.
  - b. **Reporting of Damage**
    - i. It is the responsibility of all personnel to promptly report damage to equipment in an accurate manner and the proper method.
    - ii. First, the station officers should be made aware of the damage. The B/C shall be notified of broken equipment by the end of the shift.
    - iii. An entry must also be made in the station journal to alert other station personnel that a piece of equipment is damaged and/or has been removed from the apparatus.
    - iv. If the item cannot be repaired immediately, it may be replaced temporarily using a Department spare.

- v. The red out of service tag must be filled out and attached to the broken equipment and sent to the appropriate division or station to initiate repairs of the equipment.
  - vi. An e-mail to the appropriate division shall be sent to advise that the broken equipment is in the mail run and of any need for a spare to be sent out to replace the damaged piece of equipment.
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