



HEMPFIELD FIRE DEPARTMENT – OPERATIONS

200.8 – APPRATUS/EQUIPMENT OUT OF SERVICE

ISSUED:

January 25, 2021

REVISED:

PURPOSE:

The purpose of this SOP is to properly take vehicles and/or equipment out of or back in service and also who to notify and procedures to get the vehicles and equipment fixed and back in service as soon as possible.

SCOPE:

This applies to all Fire Department Officers, Firefighters and Administrative personal within the Hempfield Fire Department.

ENFORCEMENT:

The Company Officer/Designee, is ultimately responsible for the reporting and/or tagging of equipment being placed out of or in service

GENERAL:

In Service – The piece of equipment and/or vehicle is in or available for use.

Out of Service – The piece of equipment and/or vehicle is not available for use due to the fact it is not working properly and/or it is not able to be used.

Yellow Short Term Out of Service Tag – This tag is to be placed on equipment that is going to be out of service for no more than a week.

Red Out of Service Tag – This tag is to be placed on the equipment that is going to be out of service for an extended period of time. More than a week.

Black Tag – The life of the equipment is done. It has become unable to get parts, calibrated, broken beyond repair and/or manufactures specifications

Green Tag – The equipment has been repaired, calibrated, etc. and is able to be put back in service.

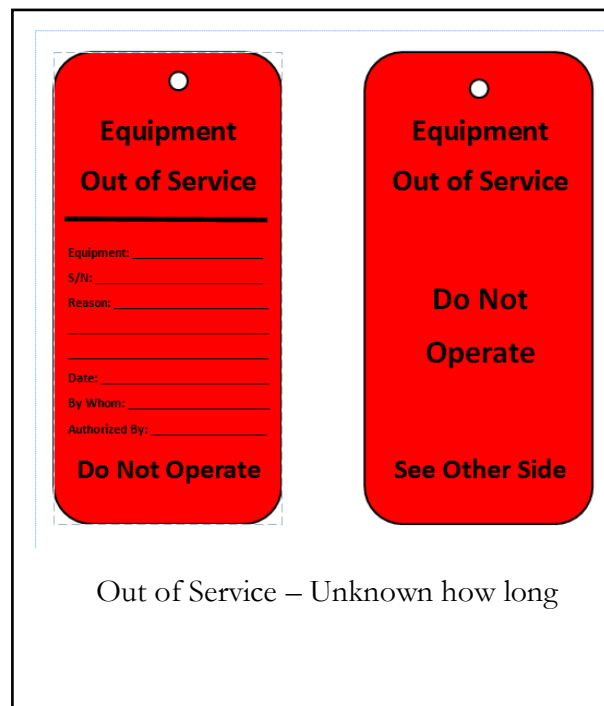
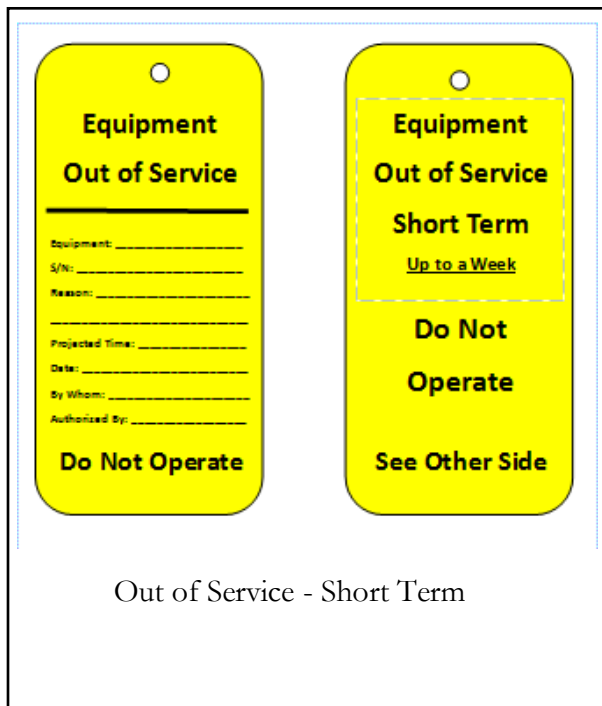
PROCEDURE:

Placing Vehicles Out of Service – If a vehicle must be placed out of service, the Fire Chief must be notified. Communication will be made to inform all members of the Hempfield Fire Department of the operational status of the apparatus or equipment in question. He/she will notify the Fire Chief when the apparatus/equipment is going to be out of service. The Fire Chief will put on a fill the next closest Hempfield Fire Department Company in place of the vehicle that is going out of service. If the Fire Chief believe that there should be a stand by Company in that station then they will provide one from the Hempfield Fire Department Companies first if at all possible. This will not include calls. If the vehicle is going to be out of service long enough to have a standby, the Fire Chief should contact 911 dispatchers to relay the information.

Placing Vehicles in Service- the Fire Chief will send an email, third party notification and/or text message to inform all the members that the particular vehicle is back in service. The Hempfield Fire Department Fire Chief will notify the members of the Hempfield Fire Department when it's back in service of service and including notification to the Westmoreland County Department of Public Safety.

Placing Equipment Out of Service – When placing any kind of equipment out of service you must contact the Fire Chief and let him/her know what is wrong with that piece of equipment. The Officer in Charge has the ultimate say about what color tag get put on the equipment that is being placed out of service. The Officer in Charge will contact the Hempfield Fire Department Fire Chief to notify them of the Out of Service piece of equipment and to schedule when it can be picked up and dropped off.

Placing Equipment Back in Service- the Fire Chief will notify the Officer in Charge for pick up or delivery of the equipment being placed back in service. The Fire Chief will place a green tag on equipment that work has been completed on.



Attachment A

Attachment B

