

New Durham Fire Department Standard Operating Guidelines (SOG)

SOG 901 Reporting lost damaged or broken equipment

PURPOSE: To establish guidelines to report lost, damaged or broken equipment.

SCOPE: All Department equipment inclusive.

SPECIFICS: Lost, damaged or broken equipment shall be reported as soon as possible, in writing, to the staff member responsible for such equipment.

Included in the report will be:

- name and ID #
- description of problem
- how it occurred
- name, description of equipment
- location, compartment, ID number

All parts, or pieces, from the piece of equipment that can be saved, shall be.

If a piece of equipment is lost, the time and date that the item(s) was found to be missing shall be in the report. The reporting party, shall, as soon as possible, make a quick search of all probable areas where the item may be located

Defective equipment will be removed from service