

Standard Operating Procedure	NO: 01-01-09
Scriba Volunteer Fire Department Scriba, NY	Date: 04/15/2017
Topic: General	Page 1 of 1
Title: USE OF STATION EQUIPMENT	Revision: 0 Date:

PURPOSE

- To establish a policy that will allow members to utilize department small equipment when they need it for short time periods. While at the same time establishing accountability related to a timely return and the equipment being returned to service.

GUIDELINE:

1. Only equipment that a member has been trained in its proper usage may be borrowed.
2. The equipment to be borrowed must be approved by the Chief Office without exception.
3. Equipment is to be borrowed for as short a time period as possible and no more than 24 hours without the Chief's approval.
4. Equipment is to be signed out and back in, utilizing the equipment log as well as a note on the chalk board for all personnel to know the status of equipment.
5. All equipment is to be returned in operational condition "the same as when it went out the door".
6. If the equipment is damaged or possible unsafe:
 - a. Take the equipment out of service
 - b. Notify one of the Chief's
7. Members that repeatedly borrow equipment without following the above directives will not be allowed to continue borrowing equipment and may face disciplinary action.

APPARATUS:

1. Apparatus will not be used for personal use without specific approval of the Chief of the department.
2. The departments plow equipment maybe utilized in times of emergency to make it possible for members to respond to alarms. This usage must be approved by the Chief.