



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Routine Operations
Chapter:	Equipment Operations
Subject:	2210 – Fire Apparatus & Equipment Checks
Revision Date:	01/12/2009
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

- A. To set clear expectations as to when and how Scarborough Fire Department apparatus and equipment are inspected.
- B. To provide dated documentation that the department's apparatus and equipment have been inspected and are in a state of readiness at the time of inspection.
- C. To maintain our apparatus and equipment to the high standard that both our customers and employees expect.
- D. To demonstrate the pride in which we care for our apparatus and equipment.

POLICY

- A. The fire apparatus at all stations will be inspected as the first duty assignment each shift barring calls for service or priority duty officer assignments. The inspections should be completed as a joint effort by all on duty fire personnel and documented no later than 0900 hrs.
- B. The crews shall complete the appropriate apparatus check sheet form as they conduct the inspection so it is complete and ready for submission by the end of the inspection.
- C. The inspection of the department's spare pumper (Engine 2) will be completed by the duty crew at the station to which it is temporarily assigned while the primary apparatus is out of service as outlined in the Procedure section of this policy.
- D. If during the inspection a mechanical problem is discovered such that the unit is unsafe or inoperable, it shall be placed out of service and the duty officer notified immediately. The spare pumper will be used to back fill the primary apparatus as needed or other coverage arrangements may be made by the duty officer.
- E. Crews assigned to each station shall assure that all apparatus at that station is cleaned and in a state of complete readiness when turning it over to the incoming duty crew at the end of their assigned shift.

SCOPE

- A. This policy applies to all on-duty personnel assigned to any fire apparatus regardless of location of the unit or the employee's employment type (i.e. full time or per diem).
- B. Sections of this policy also apply to call company members when they use a piece of apparatus on a call, training, or for a special or outside detail.

PROCEDURE

- A. All members assigned to any station must participate in the apparatus checks. A fire apparatus check sheet must be completed on each piece of apparatus each day.
- B. Each fire apparatus will be made available and in a complete state of readiness after each call and must be turned over to any incoming crew fully stocked and available for a call.
- C. All fire apparatus shall be washed by the end of each shift regardless of need, as well as it shall be cleaned or rinsed as needed throughout each shift.
- D. At least twice annually each piece of apparatus will be waxed at the direction of the duty officer.
- E. Bug and tar removal should be performed as needed, and may require the use of bug and tar remover followed by re-waxing of the affected sections.
- F. Each Saturday day shift, the cab of each apparatus will be decontaminated including the steering wheel, radio microphones and door grab handles.
- G. The apparatus fuel levels shall not be allowed to drop below $\frac{3}{4}$ full before refueling.
- H. Upon completion of the apparatus check the bay floor shall be cleaned each shift.
- I. Each Wednesday, a SCBA log will be completed and submitted for each piece of apparatus.
- J. The spare pumper (E-2) or any replacement apparatus, shall receive a complete apparatus check whenever it is placed in service as a coverage piece. This may include a second apparatus check of the day when E-2 or any other covering apparatus is deployed during a shift after the primary apparatus has already been checked. The same would hold true if E-2 was covering at the beginning of a shift and the primary truck returned later in the day. The primary truck would require its own separate apparatus check when placed back in service.

DEFINITIONS

- A. Apparatus Check is the inspection of any fire apparatus, its equipment and supplies.
- B. Apparatus Check Sheets are the department forms used to record the status of each item as listed.

RESPONSIBILITIES

- A. It shall be the responsibility of all on-duty personnel to complete the apparatus check list for that day at the beginning of each shift for the apparatus to which they are assigned.
- B. It is the responsibility of all suppression crews to keep the units filled with suppression materials and in a ready state at all times, or to report otherwise to the duty officer.
- C. It is the responsibility of the duty officer to review the apparatus check sheets, note and address any problem areas, then submits these reports to the Deputy Chief of Operations.
- D. It shall be the responsibility of any staff member (Call, Per Diem or Full Time) to assure the apparatus is cleaned and re-supplied after use at a special detail.