


East Lake Tarpon Special Fire Control District		
	<i>SOG 905 Vehicle/Equipment Damage or Loss</i>	
	Implementation Date: 11/2000	Revision Date(s): 05/2020
		Reviewed Date(s):
	Forms or Attachments: None	

The intent of this directive is to establish procedures for resolving damaged or lost equipment matters.

DAMAGED EQUIPMENT

- a) All damaged equipment must be reported to the Division Chief immediately through the chain of command.
- b) If the equipment was found damaged at shift change, the station Lieutenant will attempt to determine how the damage occurred by contacting members from the previous shifts.
- d) An email must be sent through the chain of command to the Division Chief of Fire Station Support Services/Fire Apparatus/Communications and the Division Chief on duty describing the damage and how it occurred. Pictures shall be included whenever possible. If the damaged equipment is deemed vital, the reporting member will contact the on-duty Division Chief via telephone for equipment replacement.

LOST EQUIPMENT

- a) All lost equipment must be reported to the Division Chief immediately through the chain of command.
- b) All attempts will be made by the station Lieutenant to find lost equipment. If the equipment was determined missing at shift change, members from the previous shifts will be contacted to ascertain when/where it was lost.
- d) An email must be sent through the chain of command to the Division Chief of Fire Station Support Services Fire Apparatus/Communications and the Division Chief on duty describing the equipment that was lost, when it was discovered missing, and what actions have been taken to find the equipment. If the lost equipment is deemed vital, the reporting member will contact the on-duty Division Chief via telephone for equipment replacement.

VEHICLE ACCIDENTS

All accidents that result in damage to district or public property and/or injury or death to a member shall be reported up the chain of command immediately with appropriate documentation.

EQUIPMENT SAFETY

Members shall report all unsafe equipment to his/her supervisor who shall investigate, and either correct the situation, or report it through the chain of command to the Deputy Chief or Fire Chief, as soon as possible. Members are encouraged to make suggestions and recommendations to his/her immediate supervisor for the general welfare and improvement of the district. Emails submitted with suggestions and recommendations will receive a response.