

# Manhattan Fire Protection District

Standard Operating Procedure	Section: EMERGENCY APPARATUS	Page 1 of 2
	Subject: Apparatus Out of Service – Engine	Date 9/13/05 <i>Revised 1/1/11</i> <b>SOP# 451-2</b>

## PURPOSE

This procedure is to assure consistency in removing an apparatus from service.

## SCOPE

This procedure shall apply to all employees of the department including volunteers, paid-on-call, part-time, full-time, auxiliary, and associate.

## ENFORCEMENT

The primary responsibility for adherence to this procedure rest with each individual. Company officers or acting company officer are responsible for the enforcement of this procedure. Authority to deviate from this procedure rest with the officer or acting company officer.

## APPLICATION

From time to time an apparatus needs to be removed from service due to, routine maintenance, repairs and or safety concerns. Whenever an apparatus needs to be removed from service the Officer in charge of apparatus needs to be notified. The Officer will make needed contacts to have apparatus repaired.

An informational warning regarding the maintenance condition must be indicated on the specific apparatus. The informational warning tag will be a sign which slips over any steering wheel and states “**STOP-DO NOT OPERATE**”. This notice will be utilized during any maintenance condition on the apparatus and/or maintenance of any of the equipment attached to the apparatus. This indicator will also be used in a situation where general maintenance causes doors or ladders racks to be left in an open position.

Once the warning tag is seen by anyone wishing to utilize the vehicle, the possible user should inspect the specific apparatus to determine the cause of the warning. If the maintenance of the apparatus and/or equipment can be disconnected, moved, or otherwise making condition safe; the possible user can proceed to utilize the apparatus. If after the vehicle inspection, the maintenance is of an unknown nature, the apparatus is to remain in its given state and not used.

When removing an engine from service the reserve engine shall be moved up to that position. Equipment from the out service apparatus shall be moved to the reserve engine to make this engine front line. Equipment that needs to be relocated is as follows but not limited to:

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- Cellular Phone
- Thermal Imaging Camera
- Map Books
- Genesis rescue tool and associated equipment
- Portable Radios

If for reasons of maintenance, such as tire repair or pump repair, the water tank is drained, documentation shall be made two ways.

- Make notation in log book located in out service apparatus station.
- A sign should be attached to the interior of the out of service apparatus visible so operator will notice.

All movement of equipment shall be documented in log book located in station of out of service apparatus. Documentation shall include the name or names of personnel who performed the work.

Approved by Chief Dan Forsythe

Date 1/11/11