
Routine Operations

Book:	2 – Routine Operations
Chapter	III – Equipment Operations
Subject	4 Equipment Out of Service
Code	2-III-4
Revised	6/05/2003

4.01 Purpose

To maintain an orderly system of placing equipment out of service.

4.02 Policy

- A. Jersey Village Emergency Services employees and members may place equipment out of service for replacement, repairs, safety or routine maintenance reasons
- B. When a piece of equipment, which is critical to emergency operations, is placed out of service, the Assistant Chief of that division (EMS or Suppression) and the Maintenance Officer shall be notified.
- C. The Assistant Chief or Maintenance Officer shall arrange for a replacement piece of equipment as soon as possible.
- D. All equipment removed from service shall be placed in the maintenance room and tagged.
- E. Any equipment removed from service shall be logged in the Staff Daily Log. The entry shall include the nature of the reason for removing the piece of equipment, and the name of the person removing the equipment.

4.03 Scope

The focus of this policy concerns equipment but does not deal with fire apparatus. For out of service apparatus procedures see Section 2-II-2 (Vehicle Out Of Service Procedure).

4.04 Responsibility

- A. The Maintenance Officer shall be responsible for the overall maintenance of out of service equipment problems. He shall manage said problems in such a manner to facilitate the timely return of said equipment to service or provide adequate replacement.
- B. Employees and members are responsible to place any equipment out of service, which, in their opinion, may be unsafe. They shall notify the Division Assistant Chief and the Maintenance Officer as soon as possible.

4.05 Procedure

When a piece of equipment is identified as needing to be removed from service it shall be placed in the maintenance room.

The equipment shall have placed on it a tag, indicating the nature of the problem, the apparatus number from which the equipment came, and the name of the person removing it from service.

If a replacement piece of equipment can be obtained from stock or supply the equipment shall be temporarily replaced on the apparatus.

If the equipment is deemed critical the above Officers shall be notified.

The removed equipment shall be noted in the staff log as directed above.