



POLICY MANUAL

Daily Operations - Miscellaneous Safety Equipment Exchange

Revised: 07-21-95

Page 1 of 1

Code: 1 – 14 – 6

Book Chapter Subject

6.0 Purpose: Establish Procedures for the Exchange of Personal Safety Equipment.

6.01 Scope: All Emergency Response Personnel.

6.02 **GOAL**

To provide increased quality control of personal safety equipment stored at Fire Headquarters.

6.03 **RESPONSIBILITY**

Fire/EMS personnel wanting to obtain or exchange a piece of personal safety equipment need to personally go through their on-duty shift Battalion Chief or the Department's personal safety equipment program manager.

If you need to obtain or exchange equipment, get permission first.

6.03 **ACCESS**

Each Battalion Chief will have a key to the personal safety equipment room. The Department Secretary will also have a key. The Department Secretary will not be able to exchange equipment without guidance from a Chief Officer or the program manager.

6.04 **ACCOUNTABILITY**

Any equipment exchanged or obtained from the personal equipment storage area must be signed out on the form provided, by either the person authorizing the exchange or the person receiving the items.

Unless City owned property is lost or stolen, it must be returned and turned in at the time of exchange. At no time will City owned property be given away or removed from a work site without permission from the Chief or his designee.

6.05 **CONTROL FORM**

(See next example next page)