Grant County Fire Protection District 3

POLICY AND PROCEDURE

TACTICAL ACTION GUIDELINES

1. NUMBER: 9.1.13

2. SUBJECT: ***Damage to Grant County Fire District 3 Equipment***

3. POLICY: All equipment owned by Grant County Fire District 3 and operated by District personnel shall be used in the fashion for which it is designed. If equipment is damaged, this Policy and Procedure shall be followed.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee is responsible for ensuring that this Policy and Procedure is followed.
   B. All personnel are responsible for adhering to this Policy and Procedure.

6. PROCEDURE:

   A. Reporting Damage of Equipment:

      1. A written report regarding damage to any District equipment shall be transmitted to the District Fire Chief or designee in all cases. A Safety Committee Accident Report is acceptable and shall be submitted to the District Fire Chief or designee and the Safety Committee. The written report shall be required in addition to any other reports or forms that are required.
      2. This report shall contain the following information:
         a. What was damaged?
         b. Who was operating equipment?
         c. Why was it damaged?
         d. Who was in charge at the scene?
         e. What could have been done to prevent the damage?

   B. It shall be the responsibility of the party damaging the equipment to complete the written report and file it with the Station Officer.

   C. The Safety Officer shall investigate the damage and forward a report of his findings with all other reports to the District Fire Chief or designee.

See Appendix 09_01_13