



SMALL TOOL REPLACEMENT PLAN

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

The purpose of this SOG is to establish guidelines for the replacement of small tools as they become damaged, lost, stolen, or exceed its life span.

RESPONSIBILITY

It shall be the responsibility of any individual member that identifies a Personal Protective Equipment and/or any equipment issue listed but not limited to this SOG. The member shall notify the on-call Chief and the full time CAPTAIN (If the full time Captain is not available he/she will notify the on duty shift supervisor. **It is imperative that member notify the appropriate authority of any equipment issues due the critical mission the SPFD equipment serves.**

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DEFINITIONS

DAMAGED – A piece of equipment that has sustained injury and requires repairing or replacement.

INSPECTION – Process which something is checked to ensure that it is operable and meets all requirements.

LIFE SPAN – The average expected life of a piece of equipment that remains functional.

LOST – Misplaced or loss of possession.

SMALL TOOLS – Hoses, appliances, nozzles, personal protective equipment, Self Contained Breathing Apparatus, Thermal Imagers, Radio Communications Equipment, Mobile Data Laptops, Extrication Tools, Rescue tools & equipment, E.M.S. supplies & Equipment, Power Saws, Hand Tools, Generators, Haz-Mat Supplies, Ladders, etc. (This S.O.G. does not include Buildings & Grounds or Fire Apparatus Replacement. (See Buildings & Grounds S.O.G. and Fire Apparatus Replacement S.O.G.)

SHALL – Indicates a mandatory requirement.

REPLACE – remove inoperable equipment in exchange for equipment that is operational.

REPAIR – To restore by replacing a part or putting together what is torn or broken.

PPE – Personal Protective Equipment



SMALL TOOL COMMITTEE - A team of personnel tasked with the responsibility of reviewing daily, weekly, monthly, quarterly, biannual, and/or annual inspection results conducted on any of the equipment defined as "Small Tools". The results of any inspections conducted by Full Time Personnel shall be submitted to the Small Tools Committee for review. **The Small Tool Committee shall convene Bi-Annually (July and December).** The committee will review and discuss the findings initiated by the inspections and determine if purchases of replacement equipment are necessary or request funding for repair to the Fire Chief. The Equipment Committee Panel shall be constructed of the following members & responsibilities.

The committee will be chaired by the 2nd Assistant Chief.

The 2nd Assistant Chief shall be responsible for the recording of meeting minutes.

All minutes shall be provided for review by the entire membership of the Department.

The committee shall create annually for Fire Chief review a list of all damaged equipment that needs repair or replacement.

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EQUIPMENT COMMITTEE		
	Committee Position & Makeup	Responsibility
1	Committee Chairman (1)	Mobile Data & Communications
2	Vice Chairman (1)	Rescue Equipment
3	Board of Director (1)	Liaison
4	Captain or Lieutenant (1)	Hoses & Appliances
5	Captain or Lieutenant (1)	PPE, SCBA, & T.I.C.'s
6	Captain or Lieutenant (1)	E.M.S. Equipment & Supplies
7	Engineer or Fire Fighter (1)	Member & Test Group
8	Engineer or Fire Fighter (1)	Member & Test Group



GENERAL

To ensure the safest and most efficient use of Stoney Point Fire, Rescue, E.M.S., and Haz-Mat equipment. The following Small Tool Replacement Guidelines shall be the standard practice.

Emergency Medical Equipment

A daily visual inspection of department defibrillators shall be conducted to ensure serviceability. All inspections shall be in accordance with the manufactures recommendations.

The Equipment Committee shall prepare a list annually, of all medical equipment that needs replacing and this list shall be forwarded to the Fire Chief for review.

HOSES & APPLIANCES

Hose sections shall be replaced upon verification that said equipment CANNOT be fixed by cutting damaged sections out and recoupling hose. Inspections, maintenance, and repair of hoses & appliances shall be in accordance with the manufactures recommendations and NFPA 1962: Standard for the inspection, care, and use of fire hose, couplings, & nozzles and the Service Testing of Fire Hose.

A hose testing log of all S.P.F.D. hose shall be maintained and stored in the Data Processing Room.

Urgent replacement of hose & appliance equipment will be based off the critical mission the equipment performs in the daily response to emergency incidents.

The Equipment Committee shall prepare a list annually, of all hose & appliances that needs replacing and this list shall be forwarded to the Fire Chief for review.

HYDRAULIC RESCUE EQUIPMENT

Hydraulic Rescue Equipment shall be visually inspected and started each day while conducting daily apparatus inspections. These inspections will ensure the serviceability of department equipment. Inspections shall be conducted in accordance with the manufactures recommendations.

The Equipment Committee shall prepare a list annually, of any Hydraulic Rescue Equipment that needs replacing and this list shall be forwarded to the Fire Chief for review.

FIRE EXTINGUISHERS

All fire extinguishers located at S.P.F.D. shall be visually inspected at least once a month by department personnel. A certified company shall conduct an annual service inspection of all S.P.F.D. fire extinguishers at least once annually. Inspections, care, & maintenance shall be in accordance with the manufactures recommendations and NFPA 10: Standard for Portable Fire Extinguishers, current edition

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Each fire extinguisher shall be equipped with an inspection tag. When monthly and annual inspections are conducted, the date and initials of the inspecting member shall be placed on this tag for review.

If an extinguisher is used at an incident it shall be the responsibility of the on duty supervisor to ensure the extinguisher is refilled by a certified company and replaced back on the apparatus immediately. If an extinguisher is used after business hours, the duty supervisor shall inform the oncoming duty supervisor of the discharged extinguisher and have same picked up or delivered to a certified company for recharging that day.

The Equipment Committee shall prepare a list annually, of all fire extinguishers that needs replacing and this list shall be forwarded to the Fire Chief for review.

RESCUE EQUIPMENT

Rescue rope and equipment shall be inspected on a monthly basis to ensure serviceability. These inspections shall be conducted in accordance with the manufactures recommendations and NFPA 1983 Standard on Life Safety Rope and Equipment for Emergency Services, current edition.

A rope & equipment log of all S.P.F.D. rope rescue equipment shall be maintained and stored in the Data Processing Room.

The Equipment Committee shall prepare a list annually, of all rescue equipment that needs replacing and this list shall be forwarded to the Fire Chief for review.

Urgent replacement of rope rescue equipment will be based off the critical mission the equipment performs in the daily response to emergency incidents.

RADIO COMMUNICATIONS

Urgent replacement of portable and fixed radio equipment will be based off the critical mission the equipment performs in the daily response to emergency incidents.

The Equipment Committee shall prepare a list annually, of all portable and fixed radio communications equipment that needs replacing and this list shall be forwarded to the Fire Chief for review.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment shall be inspected at least once a month to ensure serviceability. NFPA 1981 Standard on inspection, care, and maintenance of structural firefighting protective ensembles, current edition.

If a member damages or losses any PPE, he/she will notify the on-call duty Chief and the full time Captain (if the day Captain is not present the member must inform the full time duty supervisor). Urgent replacement of PPE shall be performed immediately unless the equipment

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is unavailable (i.e. specific sized turn-out gear). If PPE is not available to replace lost or damaged equipment the member shall be advised that his/her gear is out of service and that he/she will not be responding to emergency calls until the PPE is fixed or replaced.

The Equipment Committee shall prepare a list annually, of all Personal Protective Equipment that needs replacing and this list shall be forwarded to the Fire Chief for review.

Thermal Imager

All Thermal Imaging equipment care & maintenance shall be in accordance with the manufactures recommendations provided in the literature of the owners manual.

The Equipment Committee shall prepare a list annually, of any Thermal Imaging equipment that needs replacing and this list shall be forwarded to the Fire Chief for review.

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