# SOP 302 –ACCIDENT OR DAMAGED EQUIPMENT

Whenever district or department property is damaged or found to be damaged (this does not include items requiring maintenance- *i.e.* burned out bulb, radio problem, a malfunctioning switch or gate, etc), the individual damaging or finding said damage shall immediately notify the dispatcher of all available facts pertaining to the damage or accident.

### *Dispatcher*

A) Upon receiving information enter in the day book all the facts including but not limited to the nature of damage, name of reporting member time and date of accident or discovery.

B) Enter in mechanics book and or building and grounds book if applicable.

C) Immediately notify by any and all means necessary the chief of the department or in his absence an assistant chief in the following circumstances.

1) Any accident involving a district vehicle.
2) The nature of the damaged apparatus or equipment has an immediate and direct impact on firefighting or rescue activities.
3) The damage appears to be criminal in nature.
4) The value of said property has a estimated value over $500.00

Note: When it clearly does not fit into any of the four (4) categories, skip (C) and continue to (D).

D) Immediately notify respective company or squad chief and captain via alpha paging system. Between 0800 hours and 2200 hours, if an incident occurs between 2200 hours and 0800 hours, the dispatcher working the morning tour will alpha page the respective company or squad chief and captain at 0800 hours and log the notification in the day book.

E) Prepare and submit a speedy memo to the Chief of the Department containing all the facts provided- including all notification made.

### *Captain*

Upon receiving notifications of damaged district or department property:

A) Immediately conduct an investigation into the nature and extent of said damaged property or equipment.

B) Submit an incident report within 48 hours of notification, that includes the following information

1) The nature and circumstance of damage.
2) The name of member causing or finding damage.
3) The name of any and all witnesses.

### *Company Chief*

A) Insure compliance by company captain or in his absence assign same to subordinate officer.

B) Review and submit recommendations for preventive corrective or disciplinary actions

C) If disciplinary action is warranted prepare and submit charges.

D) Forward all reports to the Chief of the Department