

# GLASGOW FIRE DEPARTMENT

## Standard Operating Guideline

<b>GUIDELINE: INVENTORY LISTS</b>			<b>SECTION: 110</b>
<b>WRITTEN</b> 09/13/1990	<b>REVIEWED</b>	<b>REVISED</b> 1/11/2012	<b>Page 24</b>

### PURPOSE

To provide members of the department with an educated understanding of the inventory and how it should be checked, removed, and supplied.

### INVENTORY LISTS

1. After an incident and/or training, it is the Sergeant's responsibility to check his/her assigned Engine, Ladder, Rescue, for the location of tools and equipment to see that all equipment used at an incident or training has been placed back in the proper spot, as well as any need for repairs or cleaning of the equipment.
2. Each station shall keep a "Master Inventory Copy" of Emergency vehicles in addition to the regular inventory lists. All changes to be made on the inventory list shall be made by the Station Officer and forwarded to the Administrative Office.

### DAILY CHECK

1. All apparatus shall be checked each morning for missing or extra equipment as well as for the operational condition of all tools and equipment.
2. Document any changes in the inventory in the daily log, and on the vehicle inspection sheet, for example: 1 pike pole missing, broken, extra, etc.

### REMOVAL OF EQUIPMENT FROM GFD UNITS

1. No items shall be loaned or removed from GFD units without written approval of the Shift Officer, which is to be forwarded to the Fire Chief.
2. Whenever inventory changes are approved or become necessary, such changes shall come from the Shift Officer via the Fire Chief's Office.
3. All extra equipment shall be stored at Station 1 or Station 2.
4. Equipment removed from, or added to, GFD units shall be documented in the logbook for the respective vehicle.

### SUPPLIES

Station Officers shall be responsible for ordering and maintaining levels of commodity supplies at each station. The officer over the training center will see that those items are ordered and maintained as well.