



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

Policy #34



EQUIPMENT AND TOOL LOCATION

EFFECTIVE

20/JANUARY/2006

REVISED

30/OCTOBER/2020

1.0 Purpose


- 1.1 The purpose of this Policy is to document the process for the placement and mounting of tools and equipment located on Fire Department apparatus.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 The location and placement of tools and equipment on apparatus will be determined by the person(s) responsible for that particular piece of equipment. This includes:
- 3.1.1 Hose, nozzles, and hose loads.
 - 3.1.2 Small tools such as the irons, pike poles, axes, extinguishers.
 - 3.1.3 Radios, headsets, speaker microphones.
 - 3.1.4 Compartment, crew cab, and exterior mounting areas.
 - 3.1.5 Any other miscellaneous equipment
- 3.2 *Without Exception*, personnel are never to move (temporarily or permanently) a tool or piece of equipment without following the below documented process:
- 3.2.1 If you are going to test or experiment with a new location for a piece of equipment or style of tool, your Company Officer is authorized to evaluate the new location and style during a training session at the Company level. With permission, you may do so at a location that is appropriate to properly complete the evaluation.
 - 3.2.2 Once the evaluation is completed, all tools and equipment will be returned to their original location.
 - 3.2.3 If an evaluation proves successful and you would like to proceed further with the evaluation and possible implementation, contact your Battalion Chief who will notify the proper section head to proceed further.
 - 3.2.3.1 If a tool or piece of equipment is approved for evaluation, a notice will be published in the Scoop alerting all Department personnel of the test and the approval to do so.
 - 3.2.3.2 The Department Training Officer will also be notified so the appropriate training may be scheduled, if required.
 - 3.2.4 If the evaluation proves successful, a permanent change will be implemented.

Approved:  Fire Chief