

BURLINGTON TWP. FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE #13

BORROWING FIRE DEPARTMENT EQUIPMENT

Purpose: To ensure all Burlington Twp. Fire Department equipment is properly signed out and that all equipment is accounted for.

Scope: To provide a guideline when borrowing equipment and property of the Burlington Twp. Fire Department.

1. If any Burlington Twp. Fire Department property is borrowed, you must contact the Fire Chief to report what is being borrowed, for what reason, and the duration the equipment will be out.
2. Once you receive permission to borrow an item from the Fire Chief, complete the borrowed equipment portion of the white board on the west side of the fire hall.
3. If any member of the Burlington Twp. Fire Department borrows any items from the fire hall or takes any item to be serviced, it must be returned in a timely manner.
4. Once the equipment is done being borrowed, please return the items in the condition they were received. If the items borrowed were damaged while in your possession you must let the Fire Chief know immediately before returning them to service. You may be held responsible for damage to a borrowed item at the discretion of the Fire Chief.