

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-A5

EQUIPMENT INVENTORY

PURPOSE

To establish the requirement to maintain an equipment inventory, maintain equipment in a state of readiness, and to establish a schedule by which the annual inventory will be conducted.

DIRECTION AND CONTROL

Authority

These guidelines have been developed and approved by the Board of Directors. The Administrator shall review these procedures as needed, but not less than annually, and submit changes to the Board of Directors for approval.

Responsibility

The Administrator is primarily responsible for implementation of these procedures. Responsibility for implementation of these procedures shall fall to the Secretary should the primary be unavailable. It shall be the responsibility of each county EM director that inventories are completed.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

CONCEPT OF OPERATIONS

Annually, a complete inventory of all items (administrative equipment, vehicles (prime movers and trailers), and response equipment) owned or leased by the corporation shall be conducted by the Team Leaders and forwarded to the Administrator. All equipment, to include "loaned" equipment, and except for expendable equipment, shall be assigned and marked with a property number.

Any equipment issued to TASK FORCE 3 members will also be inventoried.

A complete list of all equipment owned or leased by the corporation will be maintained. The list will include serial numbers; number of items and general condition will be noted on the inventory list.

The board will review the results of the annual inventory.

APPROVAL

President, A3/RWMD/HMRT, Inc.
Adopted 12/2009

Date