

BODEGA BAY FIRE DISTRICT
STANDARD OPERATING PROCEDURE

WRITTEN BY: *[Signature]* **APPROVED BY:** *[Signature]* **NUMBER: 37**

SUBJECT: EMS EQUIPMENT CHANGES

DATE: 19 MAR 96

It is the policy of this department that the equipment and supplies on the ambulance remain unchanged, unless proper notification and documentation has been completed. The equipment inventory is maintained as a minimum of Sonoma County EMS and Bodega Bay Fire Protection District. This policy is to provide the minimum requirements by law, for an advanced life support unit.

Employees or members of this department who have a recommendation for addition, deletion or change of equipment location shall write a complete description of the addition, deletion or change. The description shall include detailed information on the current condition, your recommendation and proposed new condition.

The completed description shall be submitted to the equipment/apparatus committee for review. The committee shall review the recommendation and submit comments to the Operations Officer for review. Final comments (approval/denial) shall be relied to the original employee/member.

The Fire Chief shall be notified of any final equipment changes.

At no time shall any of the inventory be tampered with, unless the proper policy steps are taken and approved.