



Burlington Fire Department

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Section: 01 - Suppression	
SOG Number: 01.30	Effective Date: Aug. 25, 2017
Subject: Placing Apparatus Out of Service	
By Order of Fire Chief Steven A. Locke	

I. Purpose:

To provide consistent guidelines for operations when apparatus are placed out of service.

II. Scope:

This SOG is directed towards all Officers and Firefighters of the Burlington Fire Department.

III. Definitions:

- Engine 1: The engine assigned to Fire Station #1.
- Ladder 2: The 75' quint assigned to Fire Station #2.
- Engine 3: The engine assigned to Fire Station #3.
- Ladder 4: The 75' quint assigned to Fire Station #4.
- Engine 5: The engine assigned to Fire Station #5.
- Engine 6: The reserve engine assigned to Fire Station #2.
- Ambulance 1: The ambulance assigned to Fire Station #1.
- Ambulance 2: The ambulance assigned to Fire Station #2.
- Ambulance 4: The reserve ambulance assigned to Fire Station #4.
- Ambulance 5: The reserve ambulance assigned to Fire Station #5.

Tower 1: The ladder tower assigned to Fire Station #1.
Rescue 1: Special Operations Rescue Unit in reserve at Fire Station #1.

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IV. **Guidelines:**

A. Placing an Engine Out of Service

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1. If reserve Engine 6 is available:

- ~~a. Engine 6 shall be placed in service as "Engine 6"~~
- ~~b. Dispatch shall assign Engine 6 to the station where the unit being removed from service is typically assigned.~~
- ~~c. Dispatch shall be notified that the primary engine has been placed out of service and that Engine 6 is in service to cover the primary unit's response area.~~
- a. If Engine 6 is put into service replacing one of the primary engines (Engines 1, 3 or 5), it will use the primary Engine's designation. Example: If Engine 1 goes out of service and the assigned crew puts the reserve apparatus "Engine 6" into service, that unit will retain the identity of Engine 1.
- b. If Engine 6 is put into service for either Ladder 2 or Ladder 4, it will use its normal assigned designation (Engine 6). Example: If Ladder 4 goes out of service and has to put the reserve apparatus "Engine 6" into service, that unit will assume the identity of Engine 6.
- c. If Engine 6 is put into service for either extra duty or increased capacity, it will use its normal assigned designation "Engine 6".

2. If reserve Engine 6 is not available:

- a. The on-duty Shift Commander will work to ensure that an apparatus with suppression capability is assigned to cover each district of the City. This may require the temporary relocation of Engine 1 to another district. The DC of Operations or DC of Administration shall be notified and consulted for guidance and to facilitate out of agency apparatus coverage.
- b. Dispatch shall be notified that the primary engine has been placed out of service.
- c. If an apparatus is relocated to provide coverage for the area assigned to the out of service apparatus, dispatch shall be told, so that they can assign the in-service unit to the station that typically houses the engine removed from service.
- d. Personnel assigned to the out of service engine shall be distributed to suppression units where only (2) firefighters are assigned.

B. Placing Tower 1 Out of Service

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1. If Tower 1 will be placed out of service for any amount of time and Rescue 1 is available then the crew shall staff Rescue 1.

a. Dispatch shall be notified that Tower 1 has been placed out of service.

b. The shift commander shall notify South Burlington and Williston Fire Departments that Tower 1 is out of service and that Rescue 1 is in service.

1. If Tower 1 will be placed out of service for less than (8) hours duration the following should occur:

a. Dispatch shall be notified that Tower 1 has been placed out of service.

b. Personnel normally assigned to Tower 1 will be distributed to suppression units where (2) firefighters are assigned.

c. The shift commander shall notify South Burlington and Williston Fire Departments that Tower 1 is out of service.

2. If Tower 1 will be placed out of service for greater than (8) hours or overnight, and Engine 6 is available as a reserve, the following should occur:

a. Dispatch will be notified that Tower 1 has been placed out of service.

b. Engine 6 shall be placed in service and assigned to Station 4.

c. Ladder 4 shall be placed in service and assigned to Station 1.

d. Specialized equipment specific to Tower 1 shall be moved Ladder 4.

e. Ladder 4 should assign itself to calls that would typically call specifically for Tower 1.

f. South Burlington and Williston Fire Departments shall be notified by the shift commander that Tower 1 is out of service, with Ladder 4 in service in its place.

3. If Tower 1 will be placed out of service for greater than (8) hours or overnight, and Engine 6 is **NOT** available as a reserve, the following should occur:

a. Ladder 4 will be relocated and assigned to Station 1, staffed with the personnel typically assigned to Tower 1. Additionally, (1) person from the Engine 1 crew will be reassigned to Ladder 4.

b. Specialized equipment specific to Tower 1 will be moved to Ladder 4.

c. Engine 1 will be relocated and assigned to Station 4.

d. The remaining personnel assigned to Engine 1 will be relocated to units where (2) firefighters are assigned.

e. South Burlington and Williston Fire Departments shall be notified by the shift commander that Tower 1 is out of service, with Ladder 4 in service in its place.

4.2 If Tower 1 is to out of service for greater than (24) hours and Ladder 4 is running calls in its place, a member of the CAD Build Team shall be notified by the shift commander. Within CAD Maintenance, Ladder 4 shall be marked as a replacement for Tower 1. Upon Tower 1 being returned to service, the shift commander shall notify

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a CAD Build Team member, by emailing FireCADHelp@bpdvt.org so that the appropriate changes can be made in CAD Maintenance.

C. Placing an Ambulance Out of Service

1. If both Ambulance 4 and Ambulance 5 are in reserve and able to be placed in service as a front-line unit, Ambulance 5 should be utilized as a front-line ambulance prior to Ambulance 4.
2. ~~When placing a reserve ambulance into service to replace one of the primary ambulances:
 - a. ~~Dispatch shall be notified which primary ambulance is being taken out of service.~~
 - b. ~~The reserve ambulance shall be placed in service in place of the primary ambulance that is out of service.~~
 - c. ~~Dispatch should be notified which ambulance is being placed in service in place of the primary ambulance that has gone out of service.~~
 - d. ~~Dispatch shall change the assigned station of the in-service ambulance (Ambulance 4 or Ambulance 5) to that of the primary ambulance that was removed from service.~~
 - e. ~~Example: "Able, Ambulance 1 is out of service and Ambulance 5 is in service in place of Ambulance 1."~~~~
2. If a reserve ambulance (Ambulance 4 or Ambulance 5) is put into service replacing one of the primary ambulances (Ambulance 1 or Ambulance 2), it will use the primary ambulance's designation. Example: Ambulance 1 goes out of service and Ambulance 5 is placed in service. The unit designation for the in service ambulance will be "Ambulance 1".
3. If a reserve ambulance is put into service for either extra duty or increased capacity, it will use its normally assigned designation (Ambulance 4 or Ambulance 5).

D. Crewforce – Actions Required

1. Engine or ambulance: When a primary engine or ambulance is going out of service and will be replaced by a reserve unit, members must remember to sign the primary unit out of Crewforce. Members must then sign into Crewforce using the appropriate identifier based on the unit that is in service. For example, if Engine 3 is going out of service and Engine 6 will be placed in service for Engine 3, the RTS must sign out on the E3 Ipad and then log back in as E3 on the E6 Ipad.
2. Aerial: When an aerial is placed out of service and a reserve apparatus, such as Rescue 1 or Engine 6 is to be placed in service to run in place of the primary aerial, members must place the primary aerial out of service in Crewforce, log out of the primary unit's Ipad, and then sign in on the reserve unit's Ipad as the reserve unit in Crewforce. For example, if Ladder 2 is going out of service and Engine 6 will be running in Ladder 2's place, the RTS must place Ladder 2 out of service in Crewforce. He or she must

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then log into Crewforce as Engine 6. Likewise, if Tower 1 goes out of service, the RTS will place Tower 1 out of service and then log in on the Rescue 1 Ipad as Rescue 1. The reason for the difference with the aerials is the significant difference in assigned capabilities in CAD when compared to other units.

3. Members must remember to do the reverse of this process when placing the reserve unit back into a reserve status, ensuring that the reserve unit is placed in an out of service status.

~~The following process shall be followed and will require logging out of the Crewforce software in the primary unit and logging back into the software in the reserve apparatus under the different designation.~~

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D.E. Placing a Unit back in Service

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1. Dispatch shall be notified when a primary unit is being placed back in service.
2. If a reserve unit, either an ambulance or Engine 6, is being returned to its assigned station, dispatch shall be notified that the reserve unit is in reserve at its home station.
 - i. Example: "Able, Ambulance 5 is back in reserve at Station 5"
3. If a primary unit was relocated and assigned to a different station as a result of a resource being out of service, dispatch should be reminded to change the resources assigned station to its home station.

E.F. Quint Apparatus – Engine Only Status

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1. Occasionally, it may be necessary for either Ladder 2 or Ladder 4 to operate as an engine only, should the aerial ladder be out of service. Under these circumstances, should the aerial ladder be out of service for greater than 24 hours, a member of the CAD Build Team shall be notified by emailing FireCADHelp@bpdvt.org, to change the unit type from "Ladder" to "Engine". This will ensure that a quint that is operating as an engine only due to the aerial ladder being out of service will not be put on responses that are looking for a ladder truck.
2. Once the aerial ladder is back in service, a member of the CAD Build Team shall be notified and he or she shall change the unit type back to "ladder" in CAD maintenance.

V. Responsibility:

- A. Company officers or RTS personnel of the apparatus being placed out of service must ensure that the proper documentation occurs in the Burlington Fire Department Firehouse Software® Records Management System (RMS).

1. This documentation shall include:

- a. In the Firehouse® RMS, using the Inventory Tab, under Maintenance/Test detail, a new Job code of 998 – Taken Out of Service - shall be added documenting the date and time the primary apparatus was placed out of Service.
- b. Under the notes section, provide a brief narrative on why the apparatus was placed out of service. Add a user time date stamp to this narrative.
- c. Upon a return to service, open the existing 998 Job code and update the end date and time when the primary apparatus was placed back in service.
Do not create a separate Job code placing the unit back in service.
- d. Under the notes section, document the disposition of any repairs or alterations which occurred while the apparatus was out of service. Add a user time date stamp to this narrative. Scroll the open vehicle repair requests for the Apparatus and update the corrected items on Vehicle Repair Request with the Job Code that most closely applies. Example: *If the Vehicle Repair Request was to have new tires placed on the apparatus, a Job code 120 – Tires Replace shall be entered, amending the 001 – Vehicle Repair Request Job Code.*
- e. If a reserve unit is placed in service in place of a primary apparatus, a new job code of 999 – Placed into Service, shall be added under the reserve apparatus inventory ID.
- f. When the reserve apparatus is no longer being utilized as a primary unit, open the existing 999 job code and update the end date and end time, placing the apparatus back into reserve.

B. It is the responsibility of all members to read, understand and follow this Standard Operating Guideline.

Revision History			
Revision Date	Section	Summary	Principal Author
July 26, 2017	All	Initial release of document. Solidifies past practices.	DC Collette
Oct. 17, 2018	Multiple	Update to reflect practices required with CAD dispatching	Sf. S. Petit
<u>February 12, 2021</u>	<u>Multiple</u>	<u>Update to reflect changes in SOG 01.20</u>	<u>BC Libby</u>