
 MABAS 35 Equipment Usage Policy	
-Standard Operating Guideline-	-Number-
	Policy #35-003
	Date Approved by the Fire Chiefs Association: Date Last Revised: Next Revision Date: Review Date: <i>SOG shall be reviewed annually by the AHJ</i>

1. Purpose

To establish procedures and conditions for the authorized use of MABAS-issued equipment by [Fire Department Name], ensuring accountability, proper care, and readiness of the equipment before and after use.

2. Scope

This policy applies to all personnel of [Fire Department Name] who may request, authorize, operate, or return MABAS equipment.

3. Definitions

MABAS Equipment: Any tool, vehicle, or specialized asset provided by or through the MABAS system for mutual aid or department support.

Custodian: The designated officer responsible for oversight of the equipment during its usage by [Fire Department Name].

4. Policy

A. Authorized Use

1. MABAS equipment may only be utilized for the following purposes:
 - Mutual aid responses as approved by the MABAS Division.
 - Emergency incidents within the jurisdiction requiring specialized resources.
 - Pre-approved training exercises or public demonstrations, with MABAS consent.
2. All uses outside of active mutual aid deployment must be pre-authorized by the MABAS 35 Executive Board or its designee and documented accordingly.

B. Duration of Use

1. Equipment may be used:
 - For the duration of the incident or training event, not to exceed 72 hours without formal written extension approval from MABAS leadership.

- Requests for time extensions must be submitted in writing and approved before the expiration of the initial time period.
- When utilizing for non-emergency functions (i.e., training or special events), a copy of the requesting department's liability insurance must be included with the request.

C. Inspection & Documentation

1. A pre-use visual inspection of the equipment must be conducted and documented by the assigned operator or custodian.
2. The following digital photographs must be taken:
 - a. Four full exterior views (Front, Back, Left, and Right side)
 - b. Interior pictures of the dash, seating areas, cargo areas, etc.
 - c. Close-up of any known damage or wear
 - d. One image of the asset identification tag/serial number
3. Upon return or deactivation, a post-use inspection must be conducted using the same format.
4. All documentation and images must be submitted to the MABAS 35 Liaison Officer and retained for a minimum of one year.
5. If requesting equipment for an emergency scene, paperwork may be submitted after the end of the incident; however, documentation should be completed to ensure the chain of custody of said piece of equipment.

D. Reporting Damage or Malfunction

1. Any damage, defect, or equipment malfunction must be reported immediately to:
 - The Fire Chief who houses said piece of equipment,
 - The MABAS Divi35 Liaison Officer
2. A written incident report and photographic evidence must accompany the notification.

E. Operator Responsibility

1. Only trained and authorized personnel may operate or transport MABAS equipment.
2. The assigned operator is responsible for the safekeeping, proper handling, and return of the equipment in its received condition (excluding reasonable wear).

5. Non-Compliance

Failure to comply with this policy may result in:

- Suspension of equipment usage privileges.
- Liability for repair or replacement costs as determined by MABAS.

Attachments:

- MABAS Equipment Pre-/Post-Use Inspection Checklist
- Equipment Use Request Form

MABAS 35 Equipment Pre-/Post-Use Inspection Checklist

General Information

	Information
Date of Inspection:	
Type of Inspection:	<input type="checkbox"/> Pre-Use <input type="checkbox"/> Post-Use
Equipment Name/Type:	
Asset/Serial Number:	
Operator/Custodian Name:	
Location of Use:	
Purpose of Use:	
Start Time:	
Return Time:	

Photo Documentation Checklist

Description	Completed?	Notes
Left Side Full View	<input type="checkbox"/>	
Right Side Full View	<input type="checkbox"/>	
Front Side Full View	<input type="checkbox"/>	
Rear Side Full View	<input type="checkbox"/>	
Interior View	<input type="checkbox"/>	
Cargo Area View	<input type="checkbox"/>	
Asset Tag/Serial Number	<input type="checkbox"/>	
Known Damage / Wear	<input type="checkbox"/>	
Additional Photos (if needed)	<input type="checkbox"/>	

Attach all photos to this form or submit electronically to the Liaison Officer.

Visual Inspection Checklist

Component	Pre-Use Condition	Post-Use Condition	Notes
Exterior Body	<input type="checkbox"/> OK <input type="checkbox"/> Damage	<input type="checkbox"/> OK <input type="checkbox"/> Damage	
Lights/Warning Systems	<input type="checkbox"/> OK <input type="checkbox"/> Inoperable	<input type="checkbox"/> OK <input type="checkbox"/> Inoperable	
Tires/Tracks (if applicable)	<input type="checkbox"/> OK <input type="checkbox"/> Worn/Damaged	<input type="checkbox"/> OK <input type="checkbox"/> Worn/Damaged	
Fluid Levels (fuel/oil/etc.)	<input type="checkbox"/> Full <input type="checkbox"/> Low	<input type="checkbox"/> Full <input type="checkbox"/> Low	
Interior Cab/Compartment	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	

Component	Pre-Use Condition	Post-Use Condition	Notes
Equipment Storage Secured	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attached Tools/Accessories Present	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Communication Systems	<input type="checkbox"/> Functional <input type="checkbox"/> Not Functional	<input type="checkbox"/> Functional <input type="checkbox"/> Not Functional	
Known Prior Damage Documented	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Comments			

Inspector/Custodian Sign-Off

I certify that I have conducted the above inspection and that all information and photos provided are accurate to the best of my knowledge.

Name (Print):	
Signature:	
Date:	

Liaison Officer/Approver Use Only

Received By:	
Date Received:	
Notes/Follow-Up Required:	

MABAS Equipment Use Request Form

SECTION 1 – Requestor Information

	Information
Requestor Name:	
Rank/Title:	
Requesting Division/Unit:	
Phone Number:	
Email Address:	

SECTION 2 – Equipment Details

	Information
Type of Equipment Requested:	
Asset/Serial Number (if known):	
Equipment Location (Station or Storage Site):	

SECTION 3 – Purpose and Duration of Use

	Information
Reason for Request:	<input type="checkbox"/> Emergency Incident <input type="checkbox"/> Training <input type="checkbox"/> Public Demonstration <input type="checkbox"/> Other: _____
Brief Description of Use:	
Location Where Equipment Will Be Used:	
Start Date/Time:	
Expected Return Date/Time:	

SECTION 4 – Approval Chain Requesting Fire Chief Approval

	Information
Fire Chief Name:	
Signature:	
Date:	

MABAS 35 / Authorized Command Staff Approval

	Information
Approver Name:	
Signature:	
Date:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional (explain below)	
Conditions/Notes (if any):	

SECTION 5 – Logistics Use Only

	Information
Pre-Use Inspection Completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photos Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assigned Custodian/Operator:	
Date Equipment Released:	
Equipment Return Due Date:	

SECTION 6 – Final Return Confirmation

(To be completed upon return of equipment)

	Information
Post-Use Inspection Completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photos Received (Post-Use)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Returned By (Name):	
Date Returned:	
Condition Upon Return:	<input type="checkbox"/> Good <input type="checkbox"/> Damaged <input type="checkbox"/> Requires Maintenance
Notes on Condition or Discrepancies:	

Submit the completed form and all required documentation to the Liaison Officer before deployment.

For questions, contact: [MABAS 35 Liaison Officer Fire Chief Darren Davis (618)855-2757]