



SPECIAL ORDER



Series	Number	Originating Unit	Effective Date	Expiration Date
2013	23	OFC	March 29, 2013	N/A

Subject:

Changeover Process for EMS Ready Reserve Units at Fleet Management Division

All members that are required to utilize an EMS Ready Reserve Unit shall follow the procedure listed below:

1. The On-duty Foreman shall identify the Ready Reserve that will be utilized.
2. Once the unit has been identified members must immediately fill out the 54.3H EMS Daily Accountable Equipment Inventory Checklist.
3. Members shall sign in the Ambulance Log /Journal that they have received and will be accountable for all property assigned to the Unit.

Example: I _____ EMS Unit _____ have received all items identified on the 54.3H EMS Daily Accountability Inventory Checklist.

4. Members returning Ready Reserve Ambulances shall account for all items as listed on the 54.3H. And make appropriate journal entry's stating that all items received are returned operational in good working order.
5. The On-Duty Foreman shall be held responsible for making sure this processed is completed. In addition to making appropriate notification to the DFC, Captain and the General Foreman via email.
6. Members failing to follow the procedures as stated above will result in immediate corrective actions taken against them.


Kenneth B. Ellerbe
Fire & EMS Chief