


<b>10010.03</b>	<b>Vehicle Breakdown Standard Operating Procedure</b>	
<p><i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>		
<p><b>Related Policies:</b> <b>Applicable HI Statutes:</b></p>		

**I. PURPOSE**

To establish a uniform procedure for responding to and managing fire department vehicle breakdowns, ensuring timely communication and efficient handling of vehicle maintenance, repair, or towing needs.

**II. APPLICABILITY**

This Standard Operating Procedure (SOP) applies to all Hawaii Fire Department personnel operating or supervising the operation of department vehicles, including fire apparatus, ambulances, and support vehicles.

**III. POLICY**

**1. Immediate Actions Upon Breakdown**

- a. Notify Dispatch: The Equipment Operator (EO) shall immediately inform Dispatch of the vehicle's status and location.
- b. Assess the Situation:
  - i. The EO should determine if the vehicle's current location poses a safety risk to the public or impedes traffic.
  - ii. If safe, proceed with securing the vehicle; if hazardous, request additional support as outlined in Section 3 below.

**2. Duty Hours Procedure (Monday to Friday, 0800–1630 Hours)**

- a. The EO shall contact the Hawaii Fire Department Maintenance Section directly to report the issue.
- b. If the vehicle cannot be moved, the EO shall follow instructions provided by the Maintenance Section for securing or relocating the vehicle.

**3. After Hours and Weekend Procedure**

- a. The EO shall inform the Captain on duty of the breakdown.
  - i. The Captain shall evaluate whether the vehicle can safely remain in its location.
- b. If Towing is Required
  - i. The Captain shall notify the Battalion Chief to assess the need for immediate towing.
  - ii. If warranted, the Battalion Chief or Captain will arrange for a towing service.

**4. Securing the Vehicle When Immediate Towing is Not Required**

- a. If the vehicle is in a safe location, it should be secured and left until the next Maintenance Section on-duty hours.
- b. The EO shall ensure the vehicle is locked, and any equipment or sensitive items are safely stored.

**5. Escalation Protocol**

Implemented: October 2024	Revised: N/A	Next Review: October 2027
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- a. Should there be any unresolved issues or complications:
  - i. The Assistant Fire Chief of Operations shall be notified for further instruction or support.
  - ii. If the Assistant Fire Chief of Operations is unavailable, the Deputy Fire Chief shall be notified.
- b. The EO, Captain, and Battalion Chief are all responsible for ensuring that this escalation occurs promptly if necessary.

### **IV. Ambulance Breakdown with Patient**

#### **1. Immediate Notification to Dispatch**

- a. Dispatch:
  - i. Arrange for the nearest available ambulance to be redirected to the breakdown location.
  - ii. The replacement ambulance shall respond with urgency to facilitate a quick transfer, minimizing any delay in patient transport.

#### **2. Patient Care**

- a. Patient Transfer:
  - i. Upon the arrival of the replacement ambulance, the EMT/Paramedic shall coordinate with the new team to ensure a seamless patient transfer.
  - ii. Vital information regarding the patient's condition, treatment, and any ongoing interventions must be communicated clearly to the incoming team.

#### **3. Securing of Vehicle**

- a. Securing the Broken Down Ambulance:
  - i. Once the patient transfer is complete, the EO shall secure the broken-down ambulance.
  - ii. All controlled substances will be inventoried and removed from the Ambulance.
  - iii. If towing or further assistance is required, follow the general breakdown procedures outlined in Sections III.1–5.

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