
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Annual Inspections
Revised: 08.24.2022
Effective: 11.07.2022
Approved: 09.28.2022
Section: 223.0

223.01 Purpose

Establish guidelines for a formalized inspection of the Fire-EMS Division

223.02 Policy

- A. To implement an organized and formal annual inspection for the Department.
- B. The inspection will be conducted by the Fire Chief or his designee.
- C. The Fire Chief has the authority to suspend the inspection or change the dates of the inspection.

223.03 Scope

- A. The inspection shall affect all personnel.
- B. The inspection is intended to be a positive evaluation of the Department in terms of the maintenance of the buildings, protective clothing, uniforms and equipment.

223.04 Responsibility

- A. All Officers are responsible to provide timely notification to their personnel of the forthcoming inspection dates and times.
- B. All personnel shall cooperate and assist in preparation for the inspection.
- C. All personnel are responsible for the completeness and condition of the uniform and protective clothing which they have been issued.

223.04 Areas of Inspection

- A. Complete working uniform – Class B
- B. Complete turnout gear, including assigned Special Operations gear
- C. Station areas, inside and outside
- D. EMS Units
- E. Fire Apparatus

**Ocean City Fire Department
Standard Operating Guidelines**

223.05 Procedure

- A. The inspection of each career shift and volunteer platoon shall be conducted by the Fire Chief or designee and the Command Officers of that particular shift/platoon being inspected.
- B. Each shift/platoon shall be notified in advance of the dates and times reserved for the inspection.
- C. All Department personnel shall be in working uniform-Class C, B during the inspection.
- D. Members shall display their complete turnout gear in a neat manner next to the apparatus to which they are assigned. Turnout gear will be inspected at that time, and the inspection logged in the online form designated for gear inspections.
- E. Any deficiencies found during the inspection that effect personnel health and / or safety, shall be addressed as soon as possible