

## Fire Camp Tool Inventory #0046

### **PURPOSE OF ORDER:**

This order establishes policy and procedures for the inventory, security, and daily accounting of Fire Camp power, gardening, and hand tools.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### **ORDER:**

[REDACTED TEXT]

At the end of the shift, the tools are to be inventoried and the check-in/check-out sheet signed with a notation that all tools are accounted for.

Tools that are removed for repair or replacement will be noted, and an email notification sent to the PACE crew supervising staff.

The Fire Camp sergeant shall be immediately notified if a tool is unaccounted for or missing, and a search for the missing tool initiated.

The PACE crew supervising staff shall gather all log sheets every Friday, and account for all tools on the appropriate logs kept in the Fire Camp/PACE shared files, including serial and model numbers for serialized power and gardening tools.

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