



LR/LF

FFCC – Policy/SOG Program

Administration

Administration – Policy & SOG Manual

Policy # 12-01

Life Safety Initiative: 1

Issued: 01/31/12

Subject: Policy & SOG Manual

Purpose: This policy officially adopts the Fire Department’s Policy & SOG manual and explains the types of documents contained in the manual.

Scope: This policy applies to all members of the Fire Department

Policy

The Fire Department Policy & Standard Operating Guidelines (SOG) manual will be used to assist and provide direction in the daily operation of the fire department.

All policies and SOGs shall be considered in effect until revised or deleted.

Policy

Policies are designed to provide direction and outline what is expected in certain situations. Policies are intended to provide the boundaries or parameters within which judgments and decisions are made. Policies generally provide less latitude for implementation than do Standard Operating Guidelines (SOG).

Standard Operating Guideline (SOG)

Standard Operating Guidelines (SOGs) are designed to provide guidance during emergency incidents. This guidance is aimed at ensuring that operations are safe and effective. SOGs provide the framework for effective initial actions at most incidents and are more strategic or tactically oriented, rather than task oriented. The main purpose of a SOG is to have everyone essentially operating from the same “playbook” at an incident.

An SOG is not intended to limit the capability or responsibility to adapt to unusual circumstances. Rather, they are intended to help provide a safe, consistent, and organized effort and to help define the expectations of fire department personnel. The SOGs are expected to be employed at the appropriate scenes and situations. When situations do arise that require a temporary deviation from the SOGs, officers are expected to use their knowledge and experience, choose a course of action, and then be able to explain their decision.

Rules and Regulations

Rules and regulations are designed to implement a law, ordinance or regulation that has been enacted by an official body. Examples include the rules and regulations of the City/Village/District.

Directives

Directives are written orders issued by the Fire Chief or _____. Directives may be issued to direct, standardize, or clarify an operation or procedure in the short term and may evolve into a policy or Standard Operating Guideline. Directives will identify the period for which they are in effect – i.e. 30 days, until replaced by policy, until further notice, etc.

By the order of: _____
Fire Chief

Date: 01/31/12

Resources *(click title to access resource):*

USFA, Developing Effective Standard Operating Procedures for Fire and EMS Departments