

Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 **Administration**
Section: 102 **Organization of Written Procedures**
Subject: 102.01 **Standard Operating Procedure, Structure**
 Format and Definitions

Supersedes: N/A

Approved By: 

Date: 01/29/2013

Date Last Reviewed: N/A

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PURPOSE:

It is necessary to provide consistent and uniform job performance and behavior direction to members of the district. This guidance and direction underscore the district's commitment to invoke its vision and mission statements and core values through this form of communication. To that end, written procedures will be developed and implemented as Standard Operating Procedures (SOP).

District SOP will seek to establish a standard course of action that provides an indication or outline of conduct. They contain detailed processes and directions to put policy (see page 4 for definition) into practice. In many instances, a procedure will provide a series of steps to be followed in a regular definite order. To procedurally complete actions in a specific order is absolutely essential in rendering emergency services. Therefore, many district procedures will be written and implemented. Where possible, when some measure of flexibility is allowed or necessary, conduct exceptions will be pointed out in the standard operating procedure.

Further, this standard operating procedure will assist those who formulate policy and procedure by (1) describing the responsibilities associated with writing policies and procedures, (2) explaining the district's policies and procedures, (3) identifying the major components of district policy and procedure documents, (4) defining policy and procedure terms, and (5) communicating the approval process.

RESPONSIBILITY:

All District Personnel

PROCEDURES:

The district follows a multi-step process in the development of SOP. This process provides for establishing an objective that will ultimately communicate a procedure to produce the greatest effectiveness and/or efficiency for the subject. These five steps are:

1. Identify the objective(s) or issue(s) the procedure covers. The standard operating procedure writing process starts with establishing an objective that will ultimately result in a procedure designed to produce the greatest effectiveness and/or efficiency for the subject.

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Knowing the expected outcome produces a focused communication that defines the order, steps, direction or necessary guidance.

2. Collect information and data that is subject related. This step will enhance the accuracy, timeliness, completeness, technique and communication of the procedure. Nationally recognized standards, industry benchmarks, statutes, mandates, view-points and brainstorming are potential sources of knowledge.

3. Refinement and organization of the data collected. Identify needs, ideas, concepts, critical steps and important points to initiate (or modify) a procedure. Successful procedure creation requires having a person serve in the capacity of moving the procedure forward. This person may be an advocate or working to complete an assignment.

4. Review and re-evaluate existing procedures and the need for new procedures. Maintaining procedures in an accurate and up-to-date manner requires revisiting and reassessing the standard operating procedures in place. Times, people, customer needs and technology change. Hence, the organized review and revision step is critical to modify and add procedures as needed to fulfill district objectives.

5. Approval and implementation of the standard operating procedure by the Fire Chief.

Each procedure is presented in a format that contains the following elements:

Title Block:

- **Division, Section and Subject** - classify where the particular procedure is organized in the total procedural process.
- **Supersedes** - provides for identification of any previous procedure that is removed from use, if applicable.
- **Approved By** - followed by a signature, generally of the Fire Chief to indicate such procedure is now in force and being implemented.
- **Date** - indicates the effective date of the procedure.
- **Date Last Reviewed** - states when the procedure was last examined for accuracy, current standing, and applicability.
- **Page** - indicates the page number and total page count.

Purpose: Defines and states what the procedure encompasses or accomplishes.

Responsibility: Defines the persons impacted by and accountable for compliance with the procedure.

Procedures: Describes the actual steps, order, techniques, guidelines or procedures that are to be followed to efficiently and effectively accomplish the stated **Purpose**.

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Definitions: If needed, defines the meaning of word or phrases relating to the fire service.

Secondary Title Block: An abbreviated version of the first page **Title Block** will appear at the top of the second and subsequent pages of a procedure. This includes a repeat of the **Subject, Date** and **Page Number**.

References: An optional part that lists sources of information.

Footer: Located in the bottom left corner of each page indicating the electronic file name of the procedure.

Font and Font Size: Unless directed otherwise or not available *Times New Roman* font will be used in the body of documents in the 12 point size.

Numbering System

The district's Standard Operating Procedures are organized into seven divisions. A *Table of Contents* and *Index* are included. The *Table of Contents* lists each division, section and subject for all Standard Operating Procedures. The seven divisions are:

100 Administration	200 Emergency Operations
300 Occupational Safety and Health	400 Training
500 Maintenance	600 Communications & Fire Alarms Office
700 Fire Prevention, Life Safety and Education	

Distribution of Standard Operating Procedures

Printed SOP copies are distributed to:

Fire Chief	Deputy Fire Chief	Assistant Chief
Captains	Lieutenants	Crew Leaders
Fire station		

Electronic copies are distributed to:

District members not listed above Fire District Web site

Crew Leader's Role

When Crew Leaders receive new or revised procedures, they review them and explain them to members they lead (either directly or through the evaluation process). Each member must acknowledge receipt of this information on a sign-off log, *Receipt of Written Procedure* form. Crew Leaders also assist, as needed, in the distribution of printed or electronic copies.

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DEFINITIONS

Procedure:

A District procedure is a written document that describes the step-by-step process necessary to implement District policies. A procedure stipulates the specific methods employed to put policies into action in day-to-day operations.

Policy:

A District policy is a written statement that meets all four of the following conditions:

1. It applies to District members in general or specific subdivisions of the District.
2. It addresses the District core values, or enables the District to progress toward achieving its vision, or supports the mission of the District, or promotes effective operations, or ensures compliance with laws or regulations.
3. It mandates or constrains certain behaviors and contains specific requirements for compliance.
4. It requires formal approval from the Fire Chief.