



Standard Operating Procedure - Standard Operating Procedures

Departmental Standard Operating Procedures are developed to ensure safe and effective operations. They document the expectations of personnel and the procedures that we use to satisfy our mission.

They are only useful, however, if they are read and understood by all affected personnel and if they are kept up to date as changes to training, equipment and processes are encapsulated.

This SOP describes the responsibilities of personnel to maintain their knowledge of departmental SOPs and the process by which SOPs are introduced, modified and retired.

1. Objectives

- 1.1. This Operating Procedure describes the responsibilities, use and maintenance for Standard Operating Procedures within the department.

2. Definitions

- 2.1. **SOP** - Standard Operating Procedures govern the ways in which department personnel are expected to carry out their duties in particular circumstances
- 2.2. **SOG** - Standard Operating Guidelines describe the accepted ways to perform a particular task but may be modified by the individual as circumstances dictate
- 2.3. **Evolution** a uniform sequence of practiced steps by an individual or squad carrying out common tasks such as selection and placement of ladders, stowing hoses in hose bed, putting hoses and tools into service in particular patterns; intended to result in predictability during emergencies.

3. Overview

- 3.1. It is the responsibility of all departmental personnel to read, understand and follow published SOPs
- 3.2. Where no departmental SOP exists, personnel should seek clarification from someone higher in the chain of command
- 3.3. Seek clarification from someone higher in the chain of command if you believe that an SOP conflicts with:
 - 3.3.1. Safety of personnel or the public
 - 3.3.2. Law, ordinance or regulation
 - 3.3.3. NFPA Codes or Standards
 - 3.3.4. Industry best practice

- 3.4. It is the Chief's responsibility to oversee the process for adding, modifying and retiring SOPs

4. Procedures

- 4.1. All personnel shall:
 - 4.1.1. Abide by the current SOPs governing the evolution being performed
 - 4.1.2. Monitor changes to the roster of departmental SOPs
 - 4.1.3. Read, understand and sign a copy of this SOP to show that you understand your responsibility to maintain an up to date knowledge of departmental SOPs
- 4.2. Maintenance of current SOPs
 - 4.2.1. The canonical copy of each SOP will be filed in the office in a folder marked current SOPs
 - 4.2.2. Other copies may exist on apparatus or in other stations, however these may not be up to date
 - 4.2.3. Archive copies of out dated SOPs may be stored in an archive folder
 - 4.2.4. Each canonical copy will be marked with:
 - 4.2.4.1. Version number
 - 4.2.4.2. Date of implementation
 - 4.2.4.3. Date of review
 - 4.2.4.4. Signature of the Chief
 - 4.2.5. An SOP will remain current until it is either replaced or retired irrespective of the review date
- 4.3. Introduction of SOPs
 - 4.3.1. When a new or modified SOP is developed and ready for introduction:
 - 4.3.1.1. The chief will determine if training is required for the introduction
 - 4.3.1.2. The chief will determine the timing for the introduction
 - 4.3.1.3. The change will be announced at the next business meeting detailing the change, any training required and the timing of the introduction
 - 4.3.1.4. The same announcement will go out via email including a copy of the new SOP
 - 4.3.1.5. On the introduction date, the chief will sign the SOP and place it in the current SOP folder
- 4.4. Review of SOPs
 - 4.4.1. SOPs should be reviewed as departmental circumstances change, or at least every 2 years
 - 4.4.2. The introduction date + 2 years should be written in as the review date

- 4.4.3. If there are no changes required, Chief will change the review date on the current SOP. The introduction date and version number for the SOP will not change.
- 4.4.4. If changes are required, the Chief, or a delegate as directed by the chief, will make the changes and follow the process outlined above for the introduction of the changed SOP.
- 4.5. Retirement of SOPs
 - 4.5.1. When an SOP is to be retired:
 - 4.5.1.1. The chief will determine if training is required for the retirement
 - 4.5.1.2. The chief will determine the timing for the retirement
 - 4.5.1.3. The change will be announced at the next business meeting detailing the change, any training required and the timing of the retirement
 - 4.5.1.4. The same announcement will go out via email
 - 4.5.1.5. On the retirement date, the chief will remove the SOP from the current SOP folder

I, _____ have read and understood this SOP. I understand that it is my responsibility to actively stay up to date with departmental SOPs and SOGs and to follow the procedures therein.

signed:

_____, on _____