
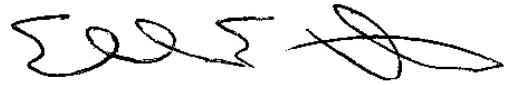




# East County Fire and Rescue Standard Operating Guidelines

<b>Title</b> Standard Operating Guidelines	<b>SOG #</b> 1.1.1
<b>Policy Adoption</b> 	<b>Date</b> 6/6/2023
<b>Standard Operating Guideline Adoption</b> 	<b>Date</b> 6/6/2023

## Purpose

East County Fire and Rescue (ECFR) standard operating guidelines (SOGs) define district administrative and operational policy and procedure. SOGs will serve as a readily accessible and user-friendly resource to provide a clear understanding of board policies, operational guidance and facilitate compliance with current laws, regulations, and standards related to emergency services. SOGs cannot be developed to address every contingency but provide guidance for thinking individuals! It is expected that in dealing with circumstances and situations not addressed by a specific guideline that members will act consistently with the mission, vision, and values of the district.

## Scope

ECFR SOGs apply to all members (volunteers, paid staff, and elected officials as applicable).

## Policies

The ECFR Board of Fire Commissioners have adopted the following policies related to SOGs:

- Members are expected to be familiar with the content of the district's SOGs and be able to use the SOGs as a reference. Many SOGs do not require an immediate, on-demand recall of knowledge (e.g., administrative procedures, training procedures). Others such as those related to safety and emergency operations require immediate recall and the ability to apply the SOG under stressful conditions.
- While titled as guidelines, the use of the words must, shall, and will indicate that compliance is not optional while use of the words may, or should indicate good practice and expected performance.
- The SOG development process shall solicit input from affected members. The district board will approve the purpose, scope, and policy elements of SOGs. The district leadership team will approve the procedural elements of SOGs.

<b>Title</b> Standard Operating Guidelines	<b>SOG #</b> 1.1.1
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- Standard operating guidelines (SOGs) will be reviewed on a biennial basis to ensure that they remain current with federal and state regulations, the collective bargaining agreement, consensus standards, fire and emergency services best practice, and district operations. In the event of conflict between SOGs and regulations or the collective bargaining agreement, the regulations or collective bargaining agreement will prevail.

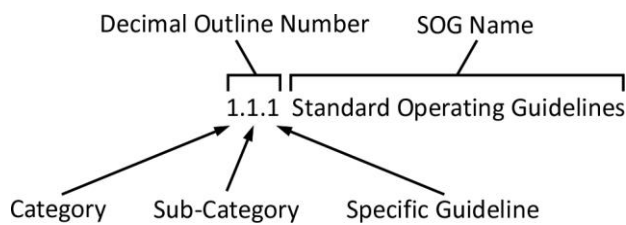
## Procedure

The following procedural guidance is used in development and maintenance of SOGs.

### *Decimal Outline Format*

SOGs are organized using decimal outline format with the first digit identifying the SOG category, the second digit (or digits) identifying the sub-category, and the third digit identifying the specific standard operating guideline as illustrated in Figure 1.

Figure 1. SOG Decimal Outline Format



### *SOG Organization*

East County Fire and Rescue's (ECFRs) standard operating guidelines are divided into seven general categories with sub-categories used to provide clarity of organization and navigation

1. Administration
  - 1.1 General Administration
  - 1.2 Human Resources
  - 1.3 Finance
  - 1.4 Organizational Planning
  - 1.5 Public Communications
2. Community Risk Reduction
  - 2.1 General Community Risk Reduction
  - 2.2 Public Education
  - 2.3 Safety in the Home
  - 2.4 Pre-Incident Planning

Title	SOG #
Standard Operating Guidelines	1.1.1

- 3. Occupational Safety and Health
  - 3.1 General Occupational Safety and Health
  - 3.2 Wellness/Fitness
  - 3.3 Vehicle Driving and Operation
  - 3.4 Personal Protective Equipment
  - 3.5 Operational Safety
- 4. Emergency Operations
  - 4.1 General Emergency Operations
  - 4.2 Incident Management
  - 4.3 Fire Suppression
  - 4.4 Emergency Medical Services
  - 4.5 Technical Rescue
  - 4.6 Hazardous Materials
- 5. Training
  - 5.1 General Training
  - 5.2 Recruit/Probationary Training
  - 5.3 Apparatus Operator Training
  - 5.4 Special Operations Training
  - 5.5 In-Service Training
  - 5.6 Professional Development/Officer Training
- 6. Facilities
  - 6.1 General Facilities
  - 6.2 Facilities Maintenance
- 7. Apparatus and Equipment
  - 7.1 General Apparatus
  - 7.2 Fleet Maintenance
  - 7.3 Equipment Maintenance

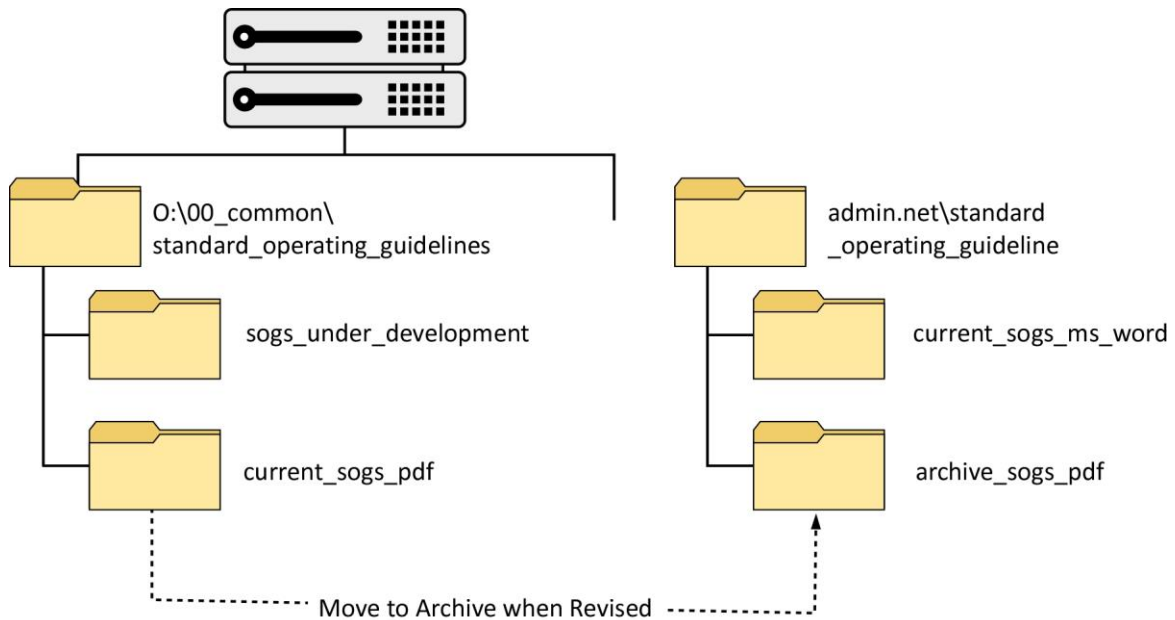
<b>Title</b> Standard Operating Guidelines	<b>SOG #</b> 1.1.1
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**Access to Standard Operating Guidelines**

Standard Operating Guidelines (SOGs) are maintained as an on-line manual in portable document format (PDF) accessible on the district network O Drive or via the Members page on the East County Fire and Rescue (ECFR) website. Portable document format (PDF) files to ensure consistent format between on-line and printed copies of the documents. This on-line format ensures that all members have ready access to the most current version of district guidelines.

As illustrated in Figure 2, master copies of current SOGs (in MS Word format) and archive copies of prior versions of SOGs (in PDF format) are maintained on the district server in the Admin.Net Drive. SOGs under development (in MS Word format) and current SOGs (in PDF format) are maintained on the district server on the O Drive. As SOGs are revised, the prior version (in PDF format) will be moved to the SOG archive folder to provide a historical record of updates and revisions.

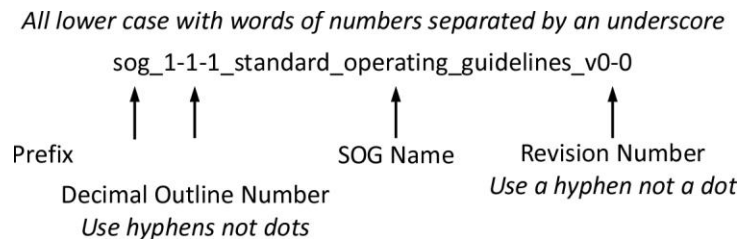
Figure 2. SOG File Organization



**File Naming Conventions**

The file naming convention illustrated in Figure 3 will be used for standard operating guidelines

Figure 3. File Naming Conventions



<b>Title</b> Standard Operating Guidelines	<b>SOG #</b> 1.1.1
---	-----------------------

File names will be all lower case with words or numbers separated by an underscore. The decimal outline number and revision number are separated by hyphens rather than dots (that are used in document text). Underscores are used to improve performance when files are hyperlinked (such as on a web page). Hyphens are used rather than dots as the windows operating system uses dots to separate file names and file format (such as .docx or .pdf).

### ***SOG Format and Content***

Format and content of SOGs must support their intended purpose; to clearly define district policy and procedure and serve as a readily accessible, user friendly reference for members.

In most cases, SOGs will be comprised of the following five sections:

1. **Purpose:** Specify why the guideline is needed and what it is intended to accomplish.
2. **Scope:** Identify under what circumstances and to whom the guideline applies.
3. **Policies:** Define broad procedural guidance adopted by the board of fire commissioners.
4. **Procedure:** Identify specific procedures as necessary to provide clarity on how the specified policies are implemented.
5. **References:** Specify reference material used in creating the SOG in American Psychological Association (APA) format.

Subheadings should be used within the procedure section to organize the content of the SOG and make it easier for members to locate needed information. A template is provided in the SOG Development folder to simplify maintaining consistency in page layout, margins, font, paragraph format, etc.

### ***Immediate Recall and Reference***

There are two types of SOGs used by the district. Some SOGs require members to have complete mastery of the content of the SOG and be able to immediately recall and apply this knowledge during emergency operations (e.g., Emergency Communications). Other SOGs serve as a reference that can be consulted when faced with a task that is unfamiliar or infrequently performed.

Immediate Recall SOGs are identified by a red vertical rule (6-point line width) in the right margin.

### ***SOG Approval & Adoption***

The following general sequence will be used for SOG approval.

1. Draft SOG purpose, scope, & policy.
2. Review of purpose, scope, & policy by the district board.
3. Revision if necessary.
4. Adoption of purpose, scope, & policy by the district board.
5. Development of SOG procedure.

<b>Title</b> Standard Operating Guidelines	<b>SOG #</b> 1.1.1
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6. Review by the district leadership team (chief, assistant chief, captains, union steward).
7. Revision as necessary.
8. Approval of the SOG by the leadership team.
9. Legal review if needed.
10. Authorization of the SOG by the fire chief.

If it is necessary to implement a procedure immediately, the Fire Chief will publish a General Order (same format as an SOG) temporarily implementing the procedure. If an SOG is implemented by GO, it will remain in force for 60 days, providing time for formal review, revision if necessary, and adoption.

### ***SOG Implementation***

All members will be advised of new and updated SOGs via individual e-mail. In addition, new or revised SOG will be reviewed at department wide training and as part of the shift change briefing for full-time career staff.

### ***Bi-Annual Review and Revision***

SOGs shall be reviewed no later than 24 months after their effective date to ensure that the guideline remains relevant and consistent with district operations. If district operations deviate from existing SOG, it will be necessary to revise the SOG to reflect current practice or to bring organizational performance in line with the current guideline (as appropriate).

Each SOG revision will be identified by the revision number (left side of the document footer). Draft SOGs will have 0.0 as the revision number and the first adopted version of the SOG will have 1.0 as the revision number. For minor revisions, the revision number will be incremented to the right of the decimal point (e.g., 1.1, 1.2). Major revisions will be incremented to the left of the decimal point (e.g., 2.0, 3.0).

### **References**

ECFR District Board. (2023). Board minutes June 6, 2023. Camas, WA: Author. [Adoption of Purpose, Policy, and Scope of SOG 1.1.1 Standard Operating Guidelines]

United States Fire Administration (USFA). (1999). *Developing effective standard operating procedures for fire and EMS departments*. Emmitsburg, MD: Author.