

CAPITAL CITY FIRE/RESCUE

SOG NUMBER: 1.0

STANDARD OPERATING GUIDELINES

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REVISION DATES:**

PURPOSE / SCOPE

OBJECTIVE:

To introduce the purpose, format and applicability of the Standard Operating Guidelines

GUIDELINE:

It is the intent of the following document to standardize the department's response to numerous types of emergency and non-emergency requests for assistance. This document will also address training, safety, and other "in house" operational functions of Capital City Fire / Rescue.

Emergency and non-emergency situations are ever changing, therefore fire officers and personnel must utilize good judgment and common sense initiative in handling any type of situation that may arise.

All Capital City Fire / Rescue personnel should become very familiar with these standard operating guidelines. Emergency situations usually do not allow sufficient time for response personnel to stop and dwell on the proper action or refer back to a manual. Therefore, it is imperative that all personnel put forth the effort to review and maintain a thorough knowledge of these standard operational guidelines (SOG) along with the CCF/R Policy Manual.

This manual is organized into numbered sections covering different portions of the overall activities of Capital City Fire/Rescue. Individual guidelines within a certain section will be numbered with the section number, followed by a period and a second number for that particular item and if needed a third and fourth number. This system allows for a simple table of contents as well as permitting for easy revisions to portions of the manual.

The manual contains guidelines that are meant to describe the department's operations, provide guides for department activities and supplement the CBJ Personnel Rules, IAFF Labor agreement and the Department Policy Manual. The contents of the manual apply to both career and volunteer staff activities. Situations not specifically addressed in the manual should be directed towards the appropriate Division Chief or using the chain of command, to the Fire Chief for resolution.

Copies of the manual will be located at each station and on the CBJ "I" drive. It will be the responsibility of the station Captain to ensure that updates and modifications to the manual are entered appropriately.

Revision to the guidelines will be noted in the heading of the guideline. Regular review of the guidelines is an important task and must be completed at least annually.