

### 1.1. Standard Operating Guidelines

**Purpose:** Standard Operational Guidelines (SOG's) are a set of organizational guidelines that are adopted by Seeley Lake Rural Fire District to help establish predictable operational actions on the emergency scene for the purpose of increasing the safety and effectiveness of our personnel. Particularly during large, complex and unusual situations; SOG's help reduce scene confusion, increase consistency and establish predictable courses of action on the emergency scene. SOG's allow our organization to develop basic "game plans" before the emergency occurs – key elements to Emergency Responder Safety and Incident Success. They cannot, nor should they be expected to cover or address every situation. Departure from our SOG's may occur in the process of emergency scene operations. However, such departures should be infrequent and only occur based on factors such as experience and sound principles. SOG's that are specific to subject or area take priority over those areas covered in a general SOG.

**Application:** This SOG is to be used in the management of all SLRFD personnel.

**Scope:** This policy applies to all members of the Seeley Lake Rural Fire District.

#### **SOG Definition and Adoption**

The SOG's for the Seeley Lake Rural Fire District are developed to outline and describe our organizational approach to the major categories of Emergency Scene and day to day Operations.

SOG's are adopted and in effect commencing on the date of issuance. They may be changed or amended, in which case all Fire District members shall be issued a revised dated copy.

The Fire Chief may enact, veto, or amend any SOG she/he feels is in the best interest of the District. The change will be posted at Station #1 and is effective immediately upon posting.

#### Enacting SOP/SOG's

1. Any member of the Seeley Lake Rural Fire District may propose a new SOG. The member should type the proposed SOG in the same format as used in this SOG Manual. The member should then submit the proposed SOG to the Chief for review.
2. The Chief will review the proposed SOG and present it to the Officers for additional comments. If the Chief accepts the proposed SOG, after consideration of the Officers' input, the proposed SOG will be finalized and posted for general membership review for a period of 10 calendar days.
3. Versions of an SOG under review, but not approved, should be clearly marked "DRAFT."
4. The comments of the membership will then be reviewed and the proposed SOG revised as deemed appropriate by the Chief. The Fire Chief may, in his or her discretion, approve the proposed SOG. If approved, the SOG will be posted and placed in the SOG Manual.

#### Changing SOG's

An Officer, operating within the chain of command, as defined in the Operations Manual may propose a change to an approved SOG to the Fire Chief, who will obtain input from the other Officers before approving or denying the proposed change. A proposed change to an SOG may be approved at any time.

1. Members may suggest changes to an SOG by "redlining" a copy of the SOG and submitting it to the Fire Chief for review.
2. After discussion, and possible modification, the changed SOG will be distributed to the Officers for comment.

3. The comments of the membership will then be reviewed and the proposed SOG revised as deemed appropriate by the Chief. The Fire Chief may, but is not required to, approve a proposed change to an SOG. If approved the changed SOG will be posted and placed in the SOG Manual.

Master Copy of SOG Manual

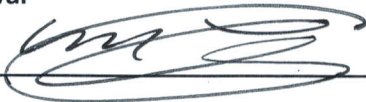
The master copy of this SOG Manual shall be maintained by the District Administrator. If any discrepancy arises between different copies of the SOG Manual, the master copy maintained by the District Administrator shall control. Hard copies of the SOG Manual will be maintained in office of the Fire Chief. Electronic copies of the SOG Manual may be placed on the District's web site in the Member's area.

Conflict of Policies

Every effort has been made to ensure that the SOG's contained within this Operations Manual are in alignment with Seeley Lake Rural Fire District (Board of Trustee) Policies and procedures. In the event of a conflict, the policies or interpretation thereof of the Seeley Lake Rural Fire District Board of Trustees shall prevail.

**Approval**

Signed



Date Effective

3/5/18