



Scarborough Fire Department Scarborough, Maine



Standard Operating Procedures

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| Book: | Organization |
| Chapter: | Manual of Operations |
| Subject: | 1010 - Manual Organization & Use |
| Revision Date: | 12/12/2003 |
| Approved by: | <i>B. Michael Thurlow</i> |

PURPOSE

To explain the organization and usage of the Scarborough Fire Department Manual of Operations so that Fire Department personnel will understand how to correctly and fully utilize the Manual of Operations.

POLICY

- A. The Operations Manual shall contain sufficient information pertaining to its organization and usage which will assist Fire Department personnel in their use and understanding of the Manual.
- B. Fire Department personnel shall familiarize themselves with the organization and use of the Operations Manual.

CONTENT

All Rules, Regulations, Operational or Administrative Procedures, Memos, General Orders and Special Orders of the Scarborough Fire Department which are of concern to its members are contained within the Operations Manual.

ORGANIZATION

A. The Operations Manual is composed of three books as listed below:

- Book 1. Operations
- Book 2. Routine Operations
- Book 3. Emergency Operations

B. Each of the three Books is divided into chapters.

C. Each chapter is divided into subjects, which are identified by a number and title.

D. Each subject is divided into sections for clarity which may include but are not limited to:

- a. Purpose
- b. Policy
- c. Scope
- d. Definitions
- e. Procedure
- f. Responsibilities
- g. Reference

E. Each Book contains a Table of Contents, which lists its chapters and subjects.

RESPONSIBILITIES

It is the responsibility of all members of the department to make themselves familiar with the organization and use of the Manual of Operations.

REFERENCES

“Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments”, Federal Emergency Management Agency, United States Fire Administration.