



Scarborough Fire Department Scarborough, Maine



Standard Operating Procedures

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| Book: | Organization |
| Chapter: | General Administration |
| Subject: | 1225 – SOP Review Committee |
| Revision Date: | 12/23/2003 |
| Approved by: | <i>B. Michael Thurlow</i> |

PURPOSE

The constantly changing environment in which our organization operates requires that we regularly analyze, review, and update our Standard Operating Procedures (SOP's) to meet current needs. This standing committee shall be established to assist the administration in completing this task.

POLICY

A standing SOP Review Committee shall be established to assist the Fire Chief and department administration with the task of reviewing, updating, and suggesting new areas for which SOP's should be developed as outlined below.

A. Committee membership

Members of the Committee shall be appointed by and at the pleasure of the Fire Chief. In order to solicit input from a cross section of the department one representative from the following groups shall be included on the committee.

- a. Captain
- b. Lieutenant
- c. Call Firefighter
- d. Full-Time Paramedic
- e. Per-Diem Firefighter or EMT
- f. Dispatcher
- g. Safety Officer

B. Authority

Final authority for the issuance and approval of all SOP's falls strictly with the Fire Chief. The committee's responsibility is to provide input in the process so that the experience and expertise of all groups within the department is represented.

SCOPE

The SOP Review Committee is tasked with the following:

- A. Evaluating current SOP's for applicability and assures they are up to date and meet current standards and requirements.
- B. Research new areas for SOP's that would improve the operation of the department based on the committee members individual areas of expertise and experience.
- C. Offer suggestions for improvements to current SOP's due to changes in operations, technology, standards, requirements, or other reasons.
- D. Provide input on draft SOP documents prepared by the Chief's office
- E. Generate new draft SOP proposals for the Chief's review.

PROCEDURE

- A. Once the committee is established the Chief shall appoint a Chairman to organize the committee and serve as the contact point to distribute and retrieve information. It is expected that the committee will be able to conduct most of their work via e-mail and should not have to meet as a group very often.
- B. All SOP documents shall be created on the SOP Template form for consistency.
- C. The Fire Chief's office shall be responsible for maintaining the master document, and assuring that it is available to the membership for review, training, and implementation both electronically and in book format for the convenience of all members.

DEFINITIONS

SOP – Standard Operating Procedure

RESPONSIBILITIES

Responsibility for the approval of all SOP's lies with the Chief of the Department

REFERENCES

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