


HR LF	HR HF	Fire Department Town of Belmont NH 03220	GENERAL ORDER	GO NO: GO 10-001-1
LR LF	LR HF		Title: Department Manual	EFFECTIVE DATE: 08/23/2010 Revised 03/11/2013
				REVISION NO: 01

I) PURPOSE, SCOPE, APPLICATION

- A) The purpose of this General Order is to define the terms and methods used to select, create, and distribute Departmental Standard Operating Guidelines and General Orders. It will also define the layout of the Departmental Manual.
- B) This General Order will cover:
- 1) Format of Standard Operating Guidelines
 - 2) Plan development
 - 3) Indexing
 - 4) Typing and heading
 - 5) Authentication
 - 6) Risk Management Matrix
 - 7) Permanent record
 - 8) Distribution and revisions
- C) Whenever creating new or revising old Standard Operating Guidelines and General Orders this guideline is to be used.

II) REFERENCE DOCUMENTS

- A) N/A

III) DEFINITIONS

- A) N/A

IV) ROLES AND RESPONSIBILITIES


- A) It will be the responsibility of all Belmont Fire Rescue personnel to know and understand this Standard Operating Guideline.

V) SAFETY

- A) N/A

VI) ENFORCEMENT

- A) Failure to understand this General Order may result in disciplinary action.
- B) Any deviation from this General Order shall require a written report to the Officer in Charge and the Deputy Chief.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

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VII) GENERAL ORDER

A) Format:

- 1) All Standard Operating Guidelines and General Orders of the department will be in written form and distributed to every employee of the department. The guidelines shall be authorized by the Chief of Department and shall be followed as a department rule. They may be revised, annotated or changed from time to time to comply with changes in the law, new methods, or technology.

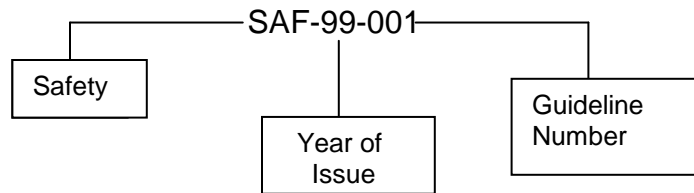
B) Plan development:

- 1) Departmental Standard Operating Guidelines will be divided into areas that have common themes. The following represents the categories used in identifying the areas.
 - (a) ADM – Administration – Those areas that can apply to all personnel and pertain to administrative functions of the department.
 - (b) CAL – Call Personnel – Those areas that pertain specifically to the call force.
 - (c) EMS – Emergency Medical Services – Those areas that pertain to all aspects of medical treatment and patient care.
 - (d) EXP – Explorer Post – Those operations or activities that pertain directly to the Explorer Post Personnel.
 - (e) GEN – General – Those areas that apply to all personnel and do not fall into any specific category.
 - (f) HAZ – Hazardous Materials – Those areas that pertain to the specific operations, equipment, and guidelines for hazardous materials.
 - (g) OPS – Operations – Those operational guidelines that pertain to actual incidents.
 - (h) PRE – Prevention – Those areas that pertain to all aspects of fire prevention including inspections, public fire education, plans review, fire alarm and investigation.
 - (i) RES – Rescue – Those areas that pertain to all aspects of rescue operations.
 - (j) SAF – Safety – Those general areas that pertain to operations of the department where safety is concerned.
 - (k) TRA – Training – Those areas that pertain to all training activities within the department.
- 2) Standard Operating Guidelines are operational guides on how to accomplish tasks.
- 3) General Orders are department directives delivered by the chief of department and are considered to be generally non-flexible.
- 4) The Chief may assign an Officer to the administration management of Standard Operating Guideline development and implementation.

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c) Indexing:

- 1) All Standard Operating Guidelines and General Orders are numbered for easy reference. The number is located at the top right corner of the title page and at the center bottom of each page.
- 2) This is an example of Standard Operating Guideline/ General Order numbering:



d) Authentication:

- 1) Standard Operating Guidelines and General Orders may only be authorized by the Chief or his designees. They shall be initialed by the Chief and distributed to all personnel.
- 2) An authentication block shall appear in the lower left corner of the last page of the guideline. See the example below.


AUTHENTICATION

SOG NO: _____

Number of Pages _____

Approved by _____

Revision _____

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E) Annual Review:

- 1) Each SOG and GO should be reviewed yearly to determine if the information in the policy is current, to determine if any changes or updates are needed, and to determine if the SOG or GO is still applicable. The date of the review and the initials of the reviewer shall be entered into the review box on each policy.

Go Review Dates:

F) Risk Management Matrix


- 1) Each SOG and GO will be labeled with a Risk Management Matrix in the upper right hand corner of the document. The document will be classified as in one of four categories (in order of importance); High Risk-Low Frequency (HRLF), High Risk-High Frequency (HRHF), Low Risk-Low Frequency (LRLF), and Low Risk-High Frequency (LRHF)



G) Permanent Record:

The original copy of any portion of this manual shall be filed in a secure area in the Administrative Assistants office. Revisions shall be filed in the same fashion; however previous editions of the original copy shall not be destroyed.


H) Revisions and Revision Distribution:

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- 1) Revisions to the guidelines will be re-authenticated and the revision date entered on the "Revised" lines. Additional revision dates will be added on this line as well.

VIII) RECORDS, REPORTS, CHARTS

A) N/A

<u>AUTHENTICATION</u>
GO NO: <u>GO 10-001-1</u>
Number of Pages: <u>4</u>
Approved By: 
Revision: <u>01</u>

Go Review Dates:
03/11/2013 dlp
06/12/2014 dlp