



Scarborough Fire Department Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Manual of Operations
Subject:	1000 – Introduction
Revision Date:	03/22/2011
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To set forth and establish a standard, written source of departmental policies and procedures that will promote the effective and efficient operation of the Fire Department.

POLICY

The Scarborough Fire Department shall establish and maintain an Operations Manual containing written, standardized operational policies, procedures and regulations. Said manual shall be utilized by Fire Department personnel as the official reference source of written guidelines pertaining to departmental operations of an organizational, routine or emergency nature.

PHILOSOPHY

- A. Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable, readable format that is available to all levels of the organization.
- B. Knowledge of these policies and procedures by Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.
- C. The policies, procedures and regulations contained within this Manual are intended to be reasonable and workable guidelines of a positive nature.
- D. Periodic review and revision of policies and operational procedures, recognized as necessary, has been incorporated as part of this manual.
- E. This Manual of Operations cannot be expected to provide a solution to every question or problem that may arise in an organization established to provide an emergency service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities that involve the members of the Scarborough Fire Department.
- F. The existence of these written guidelines is not intended to limit any member in the exercise of good judgment or initiative while taking an action a reasonable person would take in a similar situation which may arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion of members.

AUTHORITY

- A. Pursuant to the authority vested in the Fire Chief by State Law and Local Ordinance, the Operations Manual is hereby established as the standard, written reference source of Departmental Rules, Regulations, Policies, Procedures and Operations.
- B. The contents of the Operations Manual shall supersede any conflicting information contained in any other departmental publication.
- C. These Departmental Rules, Regulations, Policies, Procedures and Operations cover either in a specific or general way the obligations and duties of the members of the Scarborough Fire Department. They are not designed or intended to limit any member in the exercise of good judgment or initiative taking the action a reasonable person would take in a similar situation.
- D. All members shall be responsible for knowing and adhering to these Departmental Rules, Regulations, Policies, Procedures and Operations of the Scarborough Fire Department.
- E. Members not in compliance with Departmental Rules, Regulations, Policies, Procedures and Operations, and inter-office correspondence may be subject to disciplinary action.

RESPONSIBILITIES

- A. It shall be the responsibility of all members of the department to familiarize themselves with and conform to the policies, regulations and procedures contained within the Manual of Operations.
- B. It is the responsibility of all members to work within their personal scope of knowledge and training and to make supervisors aware if they are given an assignment that they are not trained and competent to perform.
- C. It is the responsibility of all members to say no to an unsafe order and to promptly report any unsafe conditions or acts to a superior officer.
- D. It shall be the responsibility of all Fire Department Officers to supervise, train, and command their subordinates within the guidelines and philosophies contained within the Operations Manual.

REFERENCES

- A. "Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments", Federal Emergency Management Agency, United States Fire Administration.
- B. Maine State Law