

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

100 Administration

101 Purpose and Scope of Fire Department

101.01 Planning, Goals and Objectives

102 Organization of Written Directives

102.01 Written Directive Methodology and Distribution Procedures

103 Personnel

103.01 Utilization of Part-time FAO Personnel

103.02 Staffing – Administration & Support

103.03 Staffing – Emergency Operations

103.04 Part-Time In House Employee Utilization

103.05 Part-Time On Call Employee Utilization

103.06 Staffing – Recall of Personnel

104 Application for Employment

105 Personnel Policies

105.01 Part-time In-house Absences

105.02 Paramedic Premium Bonus

105.03 Fire Investigator Mandates and Selection Process

105.04 Career, Non-exempt Personnel Overtime

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

106 Job Descriptions

107 Rules and Regulations

- 107.01 Professional Conduct Rules**
 - 107.02 Smoke & Tobacco Free Workplace Controls**
 - 107.03 Vehicular Parking at Fire Department Properties**
 - 107.04 Office Equipment Use**
 - 107.05 Accident Reporting**
 - 107.06 Prohibiting Recording of Conversations by Township Employees**
-
-

108 Standards of Conduct

- 108.01 Disciplinary Procedures**

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

108.03 Member Awards & Recognition

109 Uniform Requirements and Appearance Standards

109.02 Acquisition and Issuance of Approved Footwear

200 Emergency Operations

201 Incident Management

201.01 Incident Command System

202 Emergency Medical Services

202.01 EMS Operations - General

202.02 Ohio DNR Comfort Care

202.03 IV Solution Security

202.04 Medical Oxygen Procedures

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

202.05 EMS Gator and Trailer Utilization and Operational Procedures

202.07 Replacement of EMS Supplies and Equipment Procedures

202.08 Firearms Handling Guidelines During EMS Incidents

202.09 EMS Operations – Air Medical Transport

202.10 EMS Operations – Hospital Re-routing

203 Fire Suppression

203.01 Fire Scene Emergency Evacuation and Emergency Radio Traffic

203.02 SCBA Air Compressor & Cascade System

203.03 Air 42 SCBA Cascade System

203.04 Suppression Operations – General

203.05 Suppression Operations – EMS Incidents

203.06 Suppression Operations – Mutual Aid

203.07 Fire Investigation Procedures

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

300 Occupational Safety and Health

301 Incident Management

301.01 Personnel Accountability System

302 Emergency Medical Services

303 Fire Suppression

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

304 Rescue

305 Hazardous Materials

306 Vehicle Operations

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

307 Training

308 Protective Clothing & Equipment **308.01 Hearing Protection**

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

309 Personal

309.01 Risk Management & Personnel Safety

309.02 Facilities Inspection

309.03 On-Duty Workout Room Usage

400 Training

401 Vehicle and Apparatus Operation

401.03 Operational Procedures for Medic 42 (vehicle #138) and Medic 43 (vehicle #139)

402 Emergency Medical Services Tools and Equipment

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

403 Fire and Rescue Tools and Equipment

404 Protective Clothing and Equipment

405 Hazardous Materials **405.01 Multi-Gas Detectors**

406 Rescue

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

500 Maintenance

501 Vehicles and Fire Apparatus

501.01 Removing Vehicles or Fire Apparatus from Service and the Use of Reserve Apparatus

501.02 Maintenance Program for Vehicles & Apparatus

501.03 Equipment Repair Requests

501.04 Guidelines for Apparatus Maintenance

501.06 Vehicle Identification Numbering

501.07 Fueling Apparatus, Vehicles & Equipment

501.08 Maintenance Tests - Apparatus

501.09 Apparatus & Equipment Confirmations

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

502 Emergency Medical Services Tools and Equipment

502.01 Maintenance Tests - EMS

503 Fire and Rescue Tools and Equipment

503.01 Supplies Replenishment

503.02 Maintenance Tests – Fire & Rescue

504 Protective Clothing and Equipment

504.01 Department Issued Equipment

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

505 Buildings and Grounds

505.01 Resource & Energy Conservation

505.02 Use of Fire Stations

505.03 Repair Facility for Fire Department Vehicles

600 Communications and Fire Alarms Office

601 Radio and Telephone Communications

601.01 Numbers Assigned for Radio Use, Telephone Numbers and Locations of Fire Stations

601.02 Alpha Pager Transmissions

601.05 Portable Radio Distribution and Utilization

602 Fire/EMS/Rescue/Hazardous Materials Emergencies

602.01 Response Listing

602.02 Desired Apparatus Staffing Levels and Mutual Aid Responses

602.03 Request for Fire Investigator

602.04 Temporary Rerouting of Emergency Patients

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

603 Weather Emergencies

604 Other Emergencies

604.01 Incident Management Team Request Fulfillment

605 Water/Hydrants

606 Roads/Streets

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

607 Animals

608 Office Procedures and Equipment

609 Non-Emergency Complaints and Information **609.01 Assistance to Citizens That Have Fallen**

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

700 Fire Prevention, Life Safety and Education
701 Fire and Life Safety Inspections

702 Fire Preplanning
702.01 Development and Utilization of Fire Preplans

STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

703 Public Education
