

LOW RISK/LOW FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 100.01

SUBJECT: GUIDELINE FORMAT

APPROVAL: Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

PURPOSE

To provide a format in which guidelines are written. This allows consistency and conformity in the creation of these documents.

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All personnel writing policies shall comply with this guideline.

GUIDELINE/PROCEDURE

- A. The top heading shall be the appropriate risk and frequency classification. See Attachment A. This shall be all capital letters.
- B. The Title box shall consist of the following:
 1. "Hudson Fire Department" and "Guideline"
 2. Subject – General name of topic covered
 3. Guideline No. – If this is a new guideline, a number will be assigned. The number stays the same with a guideline revision.
 4. Effective Date – Date the guideline takes effect. Usually after the peer review period. This date will never change.
 5. Revised Date – This is the date of when the old guideline was revised. When a guideline is revised and approved, the current revision date listed here is also the most effective date.
 6. Approval – The Fire Chief shall sign all guidelines after approval.
 7. The header on the second and subsequent pages shall just list the guideline name and the guideline number formatted as follows:
 - a. Guideline Name
 - b. Guideline #
 - c. The font shall be 10 point in Arial
- C. Purpose
 1. Explains why the guideline exists. This should be kept brief. The word "purpose" should be all capital letters and bold font.
- D. Responsibility
 1. Explains the people responsible for following the guideline. Standard language is as follows. The word responsibility should be all capital letters and bold font.
 - a. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
 - b. All firefighters have the responsibility to learn and follow this guideline.

E. Guideline/Procedure

1. This is the body of the document. It should be outlined as follows: major points with capital letter designation, any subsections are numbered and any bullets under the subsection should be using the small letter designation. The word guideline or procedure should be all capital letters and bold font.
2. Section title
 - a. Subsection
 - b. Bullet points of subsection

F. References – Any reference material used to create the guideline. The word reference should be capitalized and bold font.

G. Guidelines

1. Guidelines shall be written in the same format as listed in this policy.
2. Where the word policy is used, guideline shall be substituted.

H. Member Involvement, Review and Training

1. All department members can submit guideline ideas, changes or additions at anytime. Information shall be forwarded to the Fire Chief, the Assistant Fire Chief, and/or a SOG committee member.
2. The draft guideline shall be distributed to all department members for a period of not less than 30 days for review and comments.
3. Training on the guideline shall take place at the next convenient time at a department meeting or training.
4. Department members will sign off on a signature sheet when training is complete.

I. Miscellaneous

1. The font of the guideline shall be 11 point in Arial..
2. All pages of the guideline shall be numbered with "Page ___ of ___".
3. Guidelines will be available in written form at the fire station in binders in two separate locations.
4. Guidelines will be available in electronic form via web page or compact disk.