

2.3.3 Other Special Programs



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Other Special Programs

SECTION/TOPIC: Special Programs

NUMBER: 2.3.3

ISSUE DATE:

REVISED DATE:

PREPARED BY:

APPROVED BY:

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

CFR

NFPA

NIMS

2.0 PURPOSE

This standard operating procedure/guideline addresses guidelines for other special programs conducted by the department to support management, administration, or emergency operations.

To provide a schedule of constant activities occurring within a year to assist with future planning of Department training and activities.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Guidelines for other special programs conducted by the department to support management, administration, or emergency operations:

PROCEDURE

The activities listed below are consistently ongoing and will be scheduled within each quarter and in some cases each month:

- Trng Division Qtrly Training Objectives
- Physical Training
- Company Inspections
- Public Education
- Pre-Fire Planning

Flex Scheduled Items within the Quarter			
Company Development/MCS Chief Officer Training Labor-Management Meeting Haz Mat/Confined Space Exercise			
October	November	December	

Flex Scheduled Items within the Quarter				
Company Development/MCS Chief Officer Training Labor-Management Meeting Haz Mat/Confined Space Exercise				
		October	November	December
C O M P A N Y	P R O G R A M S	Apparatus Monthly Captain Meetings Fire Prevention Week/Month Promotional Test Engineer - odd years Driver Training (Saturday)	Apparatus Monthly Performance Development Plan follow up Promotional Test Engineer - odd years	Apparatus Monthly Mgt Dist Insp Planning Station Inspections
C O N T I N U I N G	E D U C A T I O N	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday
M E E T I N G S		Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review accomplishments from previous quarter Pre-Hospital Care Committee – third Tuesday at 9:00 a.m. Safety Team Meeting –	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. - planning group for quarterly calendar R & D Meeting – second Thursday at 9:00 a.m.	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review goals for next quarter

Flex Scheduled Items within the Quarter				
Company Development/MCS Chief Officer Training Labor-Management Meeting Haz Mat/Confined Space Exercise				
		October	November	December
C O M P A N Y	P R O G R A M S	Apparatus Monthly Captain Meetings Fire Prevention Week/Month Promotional Test Engineer - odd years Driver Training (Saturday)	Apparatus Monthly Performance Development Plan follow up Promotional Test Engineer - odd years	Apparatus Monthly Mgt Dist Insp Planning Station Inspections
C O N T I N U I N G	E D U C A T I O N	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday
M E E T I N G S		Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review accomplishments from previous quarter Pre-Hospital Care Committee – third Tuesday at 9:00 a.m. Safety Team Meeting – first Tuesday	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. - planning group for quarterly calendar R & D Meeting – second Thursday at 9:00 a.m.	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review goals for next quarter Pre-Hospital Care Committee – third Tuesday at 9:00 a.m.
		SOP Center		

Flex Scheduled Items within the Quarter				
Company Development/MCS Chief Officer Training Labor-Management Meeting Haz Mat/Confined Space Exercise				
		October	November	December
C O M P A N Y	P	Apparatus Monthly	Apparatus Monthly	Apparatus
	R	Captain Meetings	Performance Development Plan	Monthly
	O	Fire Prevention	follow up	Mgt Dist Insp
	G	Week/Month	Promotional Test	Planning
	R	Promotional Test	Engineer - odd years	Station
N	A	Engineer - odd years		Inspections
	M	Driver Training		
	S	(Saturday)		
C O N T I N U I N G	E	EMT Training	EMT Training	EMT Training
	D	Multi Company Drill	Multi Company Drill	Multi
	U	Paramedic CE – third	Paramedic CE – third Thursday	Company
	C	Thursday	Haz Mat CE – every Monday	Drill
	A	Haz Mat CE – every	TRT CE – every Tuesday	Paramedic
	T	Monday	Dive Team CE – every Monday	CE – third
	I	TRT CE – every		Thursday
	O	Tuesday		Haz Mat CE
	N	Dive Team CE – every		– every
	N	Monday		Monday
M E E T I N G S		Staff Briefing – every	Staff Briefing – every	Staff Briefing
		Wednesday at	Wednesday at 8:30 a.m.	– every
		8:30 a.m.	Staff Meeting – last Wednesday	Wednesday
		Staff Meeting – last	at 8:30 a.m. - planning group	at 8:30 a.m.
		Wednesday	for quarterly calendar	Staff Meeting
		at 8:30 a.m. – review	R & D Meeting – second	– last
		accomplishments from	Thursday at 9:00 a.m.	Wednesday
		previous quarter		at
		Pre-Hospital Care		8:30 a.m. –
		Committee –		review goals
		third Tuesday at		for
		9:00 a.m.		next
		Safety Team Meeting –		quarter
		first Tuesday		Pre-Hospital

Flex Scheduled Items within the Quarter				
Company Development/MCS Chief Officer Training Labor-Management Meeting Haz Mat/Confined Space Exercise				
		October	November	December
C O M P A N Y	P R O G R A M S	Apparatus Monthly Captain Meetings Fire Prevention Week/Month Promotional Test Engineer - odd years Driver Training (Saturday)	Apparatus Monthly Performance Development Plan follow up Promotional Test Engineer - odd years	Apparatus Monthly Mgt Dist Insp Planning Station Inspections
C O N T I N U E S	E D U C A T I O N	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday
M E E T I N G S		Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review accomplishments from previous quarter Pre-Hospital Care Committee – third Tuesday at 9:00 a.m. Safety Team Meeting – first Tuesday	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. - planning group for quarterly calendar R & D Meeting – second Thursday at 9:00 a.m.	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review goals for next quarter Pre-Hospital Care Committee – third Tuesday at

5.2 Management Special Programs:

5.3 Administration Special Programs:

5.4 Emergency Special Programs: