

1.3.2 SOP Development



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: SOP Development

SECTION/TOPIC: Organizational Planning and Preparedness

NUMBER: 1.3.2

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 committee organization, schedule, needs assessment process, development process, approval, distribution, implementation, evaluation.

To provide a guideline for the development and assessment of new and existing Standard Operating Procedures.

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 Committee Organization:

General Information

1. All Fire Department personnel are encouraged to create/draft Standard Operating Procedures for the department when they believe that a guide would be of assistance to the operations of the Department. Personnel are also encouraged to review existing Standard Operating Procedures to ensure these procedures meet the current needs of the Department.

Instructions / Procedures

1. The following steps must be followed in order for a new Standard Operating Procedure to be accepted and placed into use.
 - A. Standard Operating Procedure is drafted.
 - B. Standard Operating Procedure is then forwarded to all Fire Officers for review. Revisions are submitted to the Chief of Operations.
 - C. The Chief of Operations edits the Standard Operating Procedure and assigns an Article, Title, Number, Replacement note and Effective Date.
 - D. The Chief of Operations, Chief of Emergency Management and the Fire Chief then sign the Standard Operating Procedure.
 - I. The effective date in most cases will be 10 days after the Fire Chief signs the new Procedure.
 - II. Some situations may require the Standard Operating Procedure to be placed into service immediately when the Fire Chief deems necessary.
 - E. The Standard Operating Procedure is then posted at each station.
 - I. Shift Commanders shall ensure that new Standard Operating Procedures are posted in each Fire Station until all personnel have acknowledged understanding of the publication and signed the Acknowledgement Form, if required.
 - F. Standard Operating Procedure is then placed into service on effective date.

5.2 Schedule:

5.3 Needs Assessment Process:

5.4 Development Process:

5.5. Approval:

5.6 Distribution:

5.7 Implementation:

5.8 Evaluation: