

Falmouth Fire-EMS Operating Guideline

SOG Review and Revisions

Objective:

To provide the review and revision process for Standard Operating Guidelines (SOGs).

Guidelines:

A. SOG Review

1. The Falmouth Fire-EMS Department will review Standard Operating Guidelines on an annual basis.
 - a. The Fire Chief, or designee, will initiate an annual review of all SOGs.
 - b. The officers may be asked to review sections of the SOGs.
2. The Fire Chief may initiate review and revisions of SOGs at any time.
3. A member may request a review or proposed change to an SOG.
 - a. If a member requests a review of an SOG the Fire Chief may initiate a review outside of the annual review process if it is deemed necessary.

B. SOG Revision

1. If it is determined that an SOG needs to be updated/changed or added/deleted, the Fire Chief, or designee, will initiate a change using the following process:
 - a. Proposed changes will be drafted into the current SOG or a new proposed SOG.
 - b. Notification to the membership will occur via e-mail, posting, or at a department meeting.
 - c. A review of the proposed change may occur at a department meeting or officers meeting, as deemed necessary by the Fire Chief.
 - d. Proposed changes will be posted at all stations for a minimum of 2 weeks (14 days).
 - i. Members will be encouraged to provide feedback to the Fire Chief through the chain of command.
 - ii. Officers may discuss the changes at an officers meeting.
 - e. Final proposed changes will be approved by the Fire Chief.
 - f. Updated finalized SOGs will be posted at all stations with the date of revision.

C. SOG Posting

1. SOGs will be posted at each station or on the Falmouth Fire-EMS website.
2. All members are required to read and comply with the SOGs.

These guidelines may be changed or altered by the Fire Chief at any time.