



## Miami Township Fire and EMS Operating Procedures

**TITLE:**

DEPARTMENT OPERATING PROCEDURE MANUAL - PREFACE

#100

This Manual is to provide an acceptable level of practice for all Miami Township Fire and EMS (MTF&EMS) employees to follow in the performance of everyday functions, activities and operations of the department.

These are not rules, but accepted Procedures to be used under the best of conditions with the optimum resources available. It is important to note that judgment and discretion must be used on all functions, activities and operations of the department.

MTF&EMS has decided to use the terms Operating Procedures on how the department intends to operate and function. The decision to use these terms has been approved by the legal counsel of Miami Township.

The United States Fire Administration (USFA) developed the *Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments* designed to assist emergency service managers in establishing effective standard operating Procedures (SOPs). According to the USFA, a review of related legal proceedings indicates that terminology is less important than content and implementation of SOPs and/or Standard Operating Guidelines (SOGs). Courts tend to assess liability based on factors such as:

- Systems in place to develop and maintain SOPs/SOGs
- Compatibility with regulatory requirements and national standards
- Consideration of unique departmental needs
- Adequacy of training and demonstration of competence
- Procedures used to monitor performance and ensure compliance

Operating Procedures are written Procedures that explain what is expected and required of fire service personnel in performing their jobs. A comprehensive set of Operating Procedures defines in significant detail how the department intends to operate and may be prepared for any function that fire service organizations perform, including administration (hiring, equipment maintenance, building inspections, rehabilitation, etc.) and emergency response operations (fire suppression, medical services, hazardous materials response, etc.). The Procedures can be organized and presented in many different ways, depending on the department's needs and preferences.