

SER-006-002

Strathcona County
Municipal Policy Handbook

Emergency Services Standard Operating Procedures

Date Approved by Council: 12/01/98

Resolution No: 680/98

Lead Role: Chief Commissioner

Replaces: n/a

Last Review Date: 05/26/2006

Next Review Date: 05/2009

Administrative Responsibility: Emergency Services

Policy Statement

Strathcona County will have in place a process for the formulation, implementation and revision of Emergency Services Standard Operating Procedures.

Guidelines

1.0 Purpose And Scope

1.1 This section describes the procedure for formulation, implementation and revision of the Standard Operations Procedures. These procedures are firm guidelines that are intended to provide a stable base from which Strathcona County Emergency Services operates. These Standard Operational Procedures are, wherever practical, drafted in a flexible form with no intent to dictate or confine emergency management practice, or to remove professional field judgement that forms the standard of care in individual emergency circumstances.

1.2 The scope of the Standard Operational Procedures is to cover all the critical operational elements of Strathcona County Emergency Services. As stated in the following policy all Emergency Services members are to be aware of the Standard Operational Procedure process and based on their job description be knowledgeable in their application and revision.

Procedures

2.0 Responsibility and Authority

2.1 Fire Chief and Manager, Emergency Services

2.1.1 Fire Chief and Manager, Emergency Services is responsible for the general performance of the Department. He guides the Department in setting its policies, executes its decisions and approves all Standard Operational Procedures (SOPs).

2.2 Deputy Fire Chief - Operations

2.2.1 The Deputy Fire - Operations develops and implements SOPs that have a direct impact on the Operations Division of the Department.

- 2.3 Deputy Fire Chief – Finance and Human Resources
 - 2.3.1 The Deputy Fire Chief – Finance and Human Resources develops and implements SOPs with respect to financial, human resources, occupational health and safety and communication issues that have a direct impact on the Department.
- 2.4 Deputy Fire Chief – Planning and Logistics
 - 2.4.1 The Deputy Fire Chief – Planning and Logistics develops and implements SOPs with respect to planning, fire prevention and investigation and logistics issues that have a direct impact on the Department.

3.0 General

- 3.1 The SOP development process begins with identifying risk, drafting the SOP with reference to applicable legislation, regulations, standards, codes and practices and is completed with a review by all Deputy Fire Chiefs, acquisition of the resources needed to implement the SOP and provision of necessary training.
- 3.2 Strathcona County Emergency Services members are expected to read and understand all SOPs contained in this manual that are pertinent to his/her job description.
- 3.3 Sign-off sheets will be provided informing members of new SOPs or amendments to the SOPs and each member is required to sign the sign-off sheet and return to his Station Officer.
- 3.4 A member that does not understand a SOP will inform the Station Officer, in writing, of the section(s) and clause number(s) not understood. The Station Officer shall ensure the member receives clarification or training as required.
- 3.5 Should the Station Officer be unable to adequately address the SOP not understood, the Officer will notify, in writing, the Deputy Chief responsible for the SOP not understood. The Deputy Chief will arrange to provide clarification or training as required.
- 3.6 The Department acknowledges that members may have different interpretations, levels of understanding, or appreciation of the SOPs.
- 3.7 In order to promote a better understanding of the SOPs, it is responsibility of the Department to provide the necessary clarification, training and evaluation with respect to the interpretation and application of the SOPs.
- 3.8 It is the responsibility of the Department member to avail him/herself of the clarification, training and evaluation provided by the Department to ensure an understanding (an appreciation of the intent of) the SOPs.