



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: ADM-004

ISSUED DATE: 12-17-95

EFFECTIVE DATE: 12-17-95

REVISION #: 2

REVISED DATE: 01-11-16

EFFECTIVE DATE: 01-11-16

CATEGORY: ADMINISTRATION

SUB-CATEGORY: STANDARD OPERATING GUIDELINES

SUBJECT: SOG IDENTIFICATION

Section I – Introduction

A. Objectives

To provide an identification system that will allow for the quick and easy filing and retrieval of SOG(s).

B. Applicability

This procedure applies to all SOGs.

C. References

None

Section II – SOG Numbering

A. Number Format

The identification number for all SOGs shall consist of a category followed by the SOG number in the following format:

(Category Letters) – (SOG No.)

These numbers are assigned to the SOG by the Fire Chief once the SOG takes effect this becomes a permanent number.

B. Division Number

The SOG division letters breaks down the SOGs into categories based on the operational or administrative function that they apply to. These divisions are as follows:

1. Administrative – SOGs related to office management, report writing and record keeping functions.
2. Personnel – SOGs
3. Dispatch/Notification/Radio Communication – SOGs describing dispatch protocols and radio communications procedures.
4. Fire Ground Operations – SOGs
5. Water Supply – SOGs
6. Haz-Mat – SOGs
7. Training – SOGs
8. EMS – SOGS

C. SOG Number

The individual SOG numbers are further broken down by series to assist in their filing and retrieval. The series, which are in number format, further describe the contents of the SOG.

Section III – SOG Table of Contents

Attachment 1 is the table of contents for the SOG system demonstrating the use of category letter and SOG number series.

Section IV – Approval

Fire Chief



Date of Approval:

1/11/16