



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: ADM-005 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: DISTRIBUTION, POSTING AND STORAGE

Section I – Introduction

A. Objectives

To provide a uniform means of notifying members of newly adopted SOGs and to ensure that SOGs can be easily referenced on a day-to-day basis.

B. Applicability

This procedure applies to all SOGs.

C. References

None

Section II – Distribution

Following the adoption of an SOG, copies of the new SOG will be handed out to each Captain or distributed to each company via the inter-company mail system. Each company will receive a clean copy of the SOG for posting, a copy for filing (three hole punched), and a revised table of contents for their company SOG book.

A copy of each SOG (three-hole punched) will be forwarded to the Communication Center and the Fire Marshal's office via the Town's inter-office mail system.

Section III – Posting

A pin-up board or a portion of a pin-up board, at each company is to be dedicated for the posting of SOGs under development and newly adopted SOGs. This board is to be located in an area accessible to all members. Once received, a clean copy of all new SOGs should be posted at this location no later than their effective date of adoption. The new SOGs are to remain posted at this location for a minimum of one month from their effective date.

Section IV – Storage (Applies to Paper Copies Only)

Each company, headquarters, communication center and fire marshal's office is to be provided with a three-ring binder with a cover label "Glastonbury Fire Department – Standard Operating Guidelines". The labels will further indicate that the SOG book is not to be removed from the station.

Each SOG book will include numbered dividers which are to be used in segregating the SOGs by category.

Upon receipt of new SOG materials, each SOG book is to be updated by:

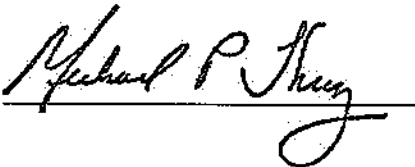
- A. Inserting the latest table of contents (three-hole punched) in the front of the binder,
- B. Inserting the newly adopted SOGs (three-hole punched copy) into their respective category, filing them in numerical order.
- C. Discarding the outdated table of contents and previous revision of the new SOGs (if any).

The original, signed copy of each SOG will be kept in the SOG book headquarters.

SOG books and copies of SOGs will not be issued to individual members.

Section IV – Approval

Fire Chief



Date of Approval:

