

Otter Point Volunteer Fire Department



Operational Guidelines

Revisions

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August 9, 2001	Version 1.00 - Draft1	Jarvis Seabrook
March 27, 2002	Version 1.00 - Draft2	Toby Voss
June 14, 2004	Version 1.00 - Draft3	Kevan Brehart
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November 1, 2004	Version 1.00	KB, JM
March 1, 2005	Version 1.01 - added 4.10, 5.01.03, 5.01.11	KB, JM
July 13, 2006	Version 1.02 - corrected 1.04.07, 1.04.08	KB, JM

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PURPOSE: The PURPOSE of the (Operational Guideline) OG is described in general terms. One or two brief sentences are used.

SCOPE: The SCOPE identifies the members of the Fire Department to whom the OG applies.

POLICY: A POLICY states the guiding principle or course of action to be adopted while achieving the objective or purpose of the OG.

PROCEDURE:

1. A PROCEDURE states the circumstances under which certain actions are to be taken and sometimes those actions are listed. This section describes what actions are to be taken but should avoid describing how the actions are to be performed. If "how to" descriptions are used, this section becomes unnecessarily long. "How to" descriptions belong in a training manual and not in the OG.
2. Ensure that personnel have either existing skills or have the means to acquire skills prior to OG implementation.

REFERENCE:

This section lists document references such as legislation, training standards or departmental training documents that apply.

Also see OG#

Other OGs related to this OG:

Signature of Fire Chief: Signed copy at hall	This OG Replaces:
Date of Issue: November 1, 2004	Issued On:

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0.01 - OPERATIONAL GUIDELINE POLICY	OG 0.01

PURPOSE: To provide for the safe and efficient operation of the Otter Point Volunteer Fire Department, in conformance with all Federal, Provincial and Municipal Acts, Regulations and Bylaws, and to require fire fighters to follow safe work practices for all designated job duties.

SCOPE: All fire department personnel.

POLICY: In accordance with the authority provided by the Otter Point Volunteer Fire Department, all current Operational Guidelines that have been established and signed by the Fire Chief, shall be adhered to by all fire department personnel identified within the scope each guideline.

PROCEDURE:

1. All elements of the Otter Point Volunteer Fire Department Operational Guidelines, as adopted by the Otter Point Fire Chief, including all forms and documents either referenced or encompassed within, become part of the Otter Point Volunteer Fire Department Operational Guidelines.

REFERENCE:

Otter Point Volunteer Fire Department Operational Guidelines.

Otter Point Local Service Area Bylaws

Occupational Safety and Health Regulations, Workers Compensation Board of British Columbia.

Also see OG#

Other OGs related to this OG:

Signature of Fire Chief: Signed copy at hall	This OG Replaces:
Date of Issue: November 1, 2004	Issued On: