

KCFPD #47
OPERATING MANUAL SECTION 0

About This Manual/Mission/Goals

INTRODUCTION

This Operating Manual provides operational guidelines, policies & procedures for King County Fire Protection District #47. Although it is designed to cover most of the day-to-day procedures which are faced, it is difficult to provide operating guidelines that cover all aspects of operations which might arise.

It is vitally important that standard guidelines and procedures are used at the scene of any emergency incident and to guide the day-to-day operation of the Department.

This manual's format is one of a residual nature so that changes might be made with reasonable effort. It is written in such a fashion as to eliminate wording that refers to gender, i.e., fireman, he/she, him/her, etc. Every effort has been made to use words such as Firefighter, them, they, and the title of the position.

Every fire agency, regardless of size, paid or volunteer, needs well trained personnel in fire suppression and fire prevention. Fire problems of today are vastly different from those of previous years. Fire resistant building materials, fire prevention activities, fire codes, building codes, standards and protective devices have made it more difficult for fire to spread. The fact remains, however, that water from a hose will extinguish no more fire today than it did several years ago. Of the many tasks which Firefighters are required to perform, saving human life and extinguishment of fire stand out as the two major functions. These two functions are important since the entire foundation of the fire service is based upon them.

It is the purpose of this Manual to standardize the principles and techniques of the Department in all aspects of firefighting and EMS to reach the goals of saving human life and extinguishment of all unwanted fire in the most effective manner possible; and to maintain within the Department the highest traditions and disciplines of the fire service.

An S.O.G./S.O.P manual is a residual document that will require continual review and revision. It is a tool to guide the operation, and set policy's of the Department.

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The Manual is put together and revised by the Management Team and change is within their province. This authority is provided to the Fire Chief by the Board of Commissioners.

While revising an S.O.G./S.O.P. Manual, positive operational changes can and should be made.

During the revision process many dynamic events occur which seem to be more of a departmental evaluation rather than revision or creation of S.O.G./S.O.P. This investigative portion is important in order to have the most effective and accurate S.O.G./S.O.P..

An important aspect of keeping the Manual up-to-date are reviews of the Department's Mission Statement and the Goals and Objectives that are required to maintain or enhance the mission of King County Fire Protection District #47. In the evaluation of policy it is essential to obtain input from the organization's members. The following are questions that must be considered regarding policy:

- Is it founded on sound judgment?
- Is it reasonably attainable?
- Is it within legal and/or regulatory boundaries?
- Is it definite, positive, and clear?
- Does it need further definition or explanation to those affected?
- Is it applicable to all organizational units?
- Is it flexible?
- Should it be flexible?
- Does it reflect the general thinking and enforcement philosophy of all levels of personnel?
- Will or must it be supported by procedures, guidelines, rules, and regulations?
- Can it be enforced?
- Will it be enforced?

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Definitions used in this manual:

Policy – A guiding principle or course of action adopted toward an objective or objectives. Describes the general principle that will guide behavior or a definite course or method of action to guide and determine present and future decisions.

Procedure – Prescribes specific ways of doing specific activities. That which regulates the formal steps into an action. It provides a series of steps followed in a particular order.

Guideline – A statement, indication, guide or outline of policy by which to determine a current or future course of action.

Regulation – A rule or order to regulate conduct.

Rule – A principle prescribing or directing action or forbearance.

Acceptable Use Policy (AUP) – Policies, which restrict the use to which the network may be put. A well-known example is NSFNET's (National Science Foundation Network) AUP, which does not allow commercial use. Enforcement of AUP's varies with the network.

Authorized owner – The individual in whose name the access account has been issued and to whom the password for access was given.

Internet – The internet is made up of thousands of interconnected networks, comprised of academic, commercial, government, and military networks, Originally developed for the military, much of the Internet today is used for academic and commercial research. Users have access to unpublished data, journals and electronic bulletin board services. It is also widely used to transport worldwide electronic mail. The backbone of the Internet is a series of high-speed communication links between major computer sites and educational and research institutions within the U.S. and throughout the world.

Network etiquette – Proper manners when using an on-line service or the Internet. Using improper language is not acceptable. Using UPPER CASE to make a point or to interject emotions throughout a message is not good network etiquette.

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MISSION STATEMENT

King County Fire Protection District #47 's mission shall be to provide quality emergency services for the preservation of life and property of all persons residing, working or otherwise within the Department's Fire District. These services shall be compatible with the needs of the community and at levels reasonably permitted by publicly approved funding.

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FIRE PREVENTION GOAL

It is the goal of King County Fire Protection District #47 to promote public fire prevention education, to prevent all fire related deaths and injuries, and protect all structures from loss due to fire through installation of automatic sprinkler systems and education.

Objectives

1. Promote installation of early detection equipment in residences, public and commercial buildings.
2. Provide wildland/urban interface fire prevention information to residents within the community.
3. Provide fire prevention training to all Firefighters. This can be done by incorporating information into training sessions.
4. Have Firefighters/Officers attend training conferences in current fire prevention and, public education.
5. Promote sprinklers in all buildings.

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FIRE SUPPRESSION GOAL

It is the goal of King County Fire Protection District #47 to minimize the loss from any unwanted fire through the use of rapid, proper and appropriate fire suppression techniques.

Objectives

1. Train all Firefighters in basic fire suppression tasks.
2. Adopt performance standards for fire suppression personnel.
3. Have Officers tour response area for fire pre-planning. Regularly review pre-plans for targeted structures.
4. Provide 9-1-1 information to all citizens of the District.

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EMERGENCY MEDICAL SERVICES GOAL

It is the goal of King County Fire Protection District #47 to provide Basic Life support services to all of our citizens using King County adopted standards, and to request Advanced Life Support Services through King County's Medic One program when appropriate.

EMS Objectives

1. Train all Firefighters in First Aid and CPR.
2. Promote CPR training for all citizens.
3. Offer EMT Certification/recertification classes to personnel via King County's EMT certification program.
4. Seek equipment through grants.
5. Maintain all medical equipment and review replacement program.

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FIRE ADMINISTRATION GOAL

It is the goal of King County Fire Protection District #47 to efficiently administer, manage, and supervise the Goals and Objectives of the Department

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Objectives

1. Provide and maintain all necessary reports, records and documents.
2. Establish a maintenance program for all Department apparatus and equipment. Monitor the effectiveness of this program.
3. Maintain all Department property.
4. Maintain education standards
5. Establish an officer training and promotion program.
6. Recruit and equip personnel , stations and apparatus; to provide the resources required to deal effectively with each emergency within our scope of operation.
7. Maintain all fire supression equipment and apparatus and review replacement program.