

Okolona Fire Department
Standard Operating Procedure

INFORMATION NOTICES

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Purpose: *To ensure that all members of the fire department are kept informed of current events, changes in procedures and other information relevant to the operation of the fire department.*

Procedure:

1. Whenever information needs to be presented to the members of the fire department, it will be done in writing. This is to be sure that the information has been made available to each member.
2. Sufficient copies of the information will be made for posting at each station. The member doing the daily mail run shall ensure that information to be posted on bulletin board is done so.
3. The captain with the most seniority at each station shall periodically review the bulletin board at his or her fire station, and remove information that has been posted for a sufficient amount of time. The captain is the only person authorized to remove anything from the bulletin boards, except that a writer may remove his own notice.
4. It shall be the responsibility of all members to periodically review the bulletin boards and keep him/herself informed of the information that is posted. Failure to read the bulletin board will not be an acceptable excuse for not knowing the information.
5. If a member does not understand the contents of a notice, he or she shall contact the writer for further explanation.
6. If apparatus is taken out of service, e-mail notification shall be made to fire department officers and sergeants. The notification shall describe the problem, what is being done to address the problem, and if known, an estimate in the amount of time to resolve the problem. When apparatus is substituted, the apparatus to be used shall be included in the e-mail. This shall also be sent to the morning report e-mail address.
7. Out of service apparatus shall also be posted on the department website, in the "Members Only" section.
8. The department website shall also be used when appropriate to communicate messages of a general nature to members, in addition to, and not to replace, posting on bulletin boards.
9. Morning reports are to be sent before 08:30 each morning unless the crew is responding to an incident. The morning report shall include who will be the duty officers, the fire prevention duty inspector, the names of on duty career firefighters, any equipment out of service and any other significant fire department events of the day. If a unit remains out of service after 3 consecutive days, such information can be omitted from further morning reports. This shall also be posted on the department's website.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.