



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures – 1.02 Governance Documents



### GOVERNANCE DOCUMENTS

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Effective: July 12, 2024  
 Scheduled Review: July 12, 2027  
 Approved: Fire Chief Mike Kennedy

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#### I. AUTHORITY

The fire chief will prescribe rules and regulations in the form of standard operating procedures consistent with nationally recognized best practice and within the constraints of federal, State of Michigan, and City of Ann Arbor laws for the administration of the fire department. This procedure establishes a process for writing, reviewing, and approving standard operating procedures.

Standard operating procedures are binding upon all employees. Fire officers may deviate from rules and regulations with cause and justification.

#### II. APPLICATION AND SCOPE

Standard operating procedures encompass the administration, operations, training, safety, fire prevention, apparatus, and equipment aspects of the fire department including but not limited to organizational authority and structure, expectations, and pre-determined operational engagement instructions for emergency operations. It will be the responsibility of all employees to become familiar with, and abide by, the standard operating procedures.

All standard operating procedures will be available to employees via Microsoft OneDrive . All standard operating procedures except those that are security sensitive / for official use only (FOUO) will also be publicly posted to [a2gov.org/fire](http://a2gov.org/fire).

#### III. CREATION AND REVIEW

The fire chief is responsible for the management of the standard operating procedures as well as the review cycle. The review cycle is the ongoing review time frame identified for each procedure. Procedures are scheduled for review on a two or three year cycle based on the following:

- A. Firefighter safety
- B. Critical operational function
- C. Regional consistency
- D. Correlation to local, state or federal laws or recognized professional standards, e.g., Michigan Occupational Safety & Health Administration, National Fire Protection Association, Underwriters Laboratories, National Institute for Occupational Safety & Health, Federal Emergency Management Agency, United States Fire Administration.

The scheduled review date is ideally the deadline for a procedure to complete the review process. The fire chief is responsible for initiating procedural reviews, making the necessary revisions, and posting in accordance with the collective bargaining agreement.

#### IV. CATEGORIES

- Section 1 - Administration
- Section 2 - Safety and Training
- Section 3 - Incident Management, Fireground, and Routine Operations



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- Section 4 - Fire Prevention
- Section 5 - Emergency Medical Services
- Section 6 - Special Operations
- Section 7 - Apparatus, Facilities, and Equipment

### V. UPDATES

New or proposed edits to a standard operating procedure will be emailed out for a thirty (30) day review per collective bargaining agreement. During this period, feedback is reviewed by fire administration. Upon conclusion of the thirty-day posting, notification of the final standard operating procedure is emailed to department and added to Microsoft OneDrive and a2gov.org. A hard copy is also distributed by the battalion chief for inclusion in standard operating procedure binder at each station.

All employees are encouraged to recommend new standard operating procedures or bring forward deficiencies in current standard operating procedures to the fire chief outside of the scheduled review process.