



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 1.2 Governance Documents



Effective: March 16, 2018
Scheduled Review: March 16, 2021
Replaces: 111 Writing and Revising SOPs
Approved: Fire Chief Mike Kennedy

I. PURPOSE AND FORCE

The Ann Arbor Fire Department (AAFD) standard operating procedures are rules and regulations issued by the fire chief.

Standard operating procedures are binding upon all members of the Ann Arbor Fire Department. Fire officers may deviate from rules and regulations with cause and justification.

This procedure also establishes a process for writing, reviewing, and approving rules and regulations.

II. 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.

III. USE

Standard operating procedures are designed for use by all members of the Ann Arbor Fire Department of all ranks and civilian, in the performance of duty. All members are to carry out their assigned responsibilities within the structure, procedures and guidelines set forth herein.

Current and approved standard operating procedures will be posted on the City of Ann Arbor a2central internal website.

IV. POLICY

Fire administration is responsible for the management of the department rules and regulations index 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.



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V. CATEGORIES

Rules and regulations will be categorized in the following manner.

Section 1 - Administration

Section 2 - Safety and Training

Section 3 - Operations

3.1 - Fireground Operations

3.2 - EMS

3.3 - Hazardous Materials

3.4 - Technical Rescue

3.5 - Other Emergencies

3.6 - Apparatus and Equipment

Section 4 - Fire Prevention

VI. PROCESS

The scheduled review date is the deadline for a procedure to complete the review process. The review of rules and regulations should begin three (3) to six (6) months prior to the scheduled review date. Fire administration is responsible for initiating procedural reviews and making the necessary revisions to keep rules and regulations current. A review of a standard operating procedure may involve the following:

- A. Revision
- B. Rewrite
- C. Addition
- D. Deletion/removal
- E. Validation
- F. A new date and next scheduled review date shall be updated upon a standard operating procedure completion of the review process.

VII. POSTING

Upon a modification the following shall occur:

- A. Notification of standard operating procedure is emailed out for a thirty (30) day review per collective bargaining agreement.
- B. Feedback is reviewed by fire administration.
- C. Notification of final standard operating procedure is emailed to department and added to a2central.
- D. The standard operating procedure is posted on Target Safety (online training platform) for tracking. Personnel shall verify receipt and review of the standard operating procedure via Target Safety.