

Emergency Operations Manual

PURPOSE:

The purpose of the Emergency Operations Manual is to provide all Departments in North Zone a standard set of operating and safety procedures to follow. This manual identifies operating guidelines for emergency operations as well as the most common safety hazards that North Zone employees may encounter. It is designed to provide a common language for all employees and to eliminate fireground confusion and free lancing. Copies of this book will be available on the Rancho Santa Fe website.

It is the policy of the North Zone Fire Departments that:

All employees be familiar with the written Code of Safe Practices in this book along with the other identified safety practices and operating guidelines.

All employees are to follow the operating guidelines that have been identified and report any violations immediately to the appropriate supervisor.

All supervisors are to assure that they understand and follow the guidelines and safety practices listed in this manual.

All employees will be trained on new procedures and operations when they are identified, and they will be added to this manual as a written guideline.

Employees noticing unsafe or unhealthy conditions and work practices not in compliance with this manual are to report them to their immediate supervisor for correction.

PROCEDURES FOR REVISION:

This manual will be revised or updated as new procedures or methods are required to perform day – to – day work activities. The procedures will be in place and training completed before any employee is required to perform new work activities. Employees may recommend changes or updates to this manual by writing a memorandum to the Agency's Operation Chief. This memorandum must include the following information:

- Name of person submitting change or update.
- Procedure number wishing to be changed and subject. Or, if new procedure, subject of new procedure.
- The reason for the change or the addition.

The recommendation will be reviewed by the North Zone Operation Chiefs. If the request is approved for change, the request will be forwarded to the North Zone Chiefs for final approval.