

**(Insert Name) Fire Department
OPERATIONAL GUIDELINE**

Use and Organization of Manual	O.G.# 0.01.04	Page 1 of 1
	Eff. Nov 25,2005	Init. of FC

PURPOSE

To ensure that all (insert name) Fire Department personnel shall have a guideline to follow in assisting them in the use of Operational Guidelines manual.

SCOPE

The Fire Department personnel.

POLICY

The Operational Guidelines manual shall contain sufficient information pertaining to its organization and usage, which will assist fire department personnel in their understanding and use of the manual.

PROCEDURES

- The Operational Guidelines manual is composed of guideline procedures, each identified by a number and a title.
- An index of this manual shall be provided at the front of the manual for easy access
- The manual numbering system shall be as the following
 - Chapter **1.00**
 - Article **1.01**
 - Sub-article **1.00.01**
- The chapters within with the Operational Guideline manual shall be numbered as per the following categories: Chapter 0 Operational Guideline Introduction, Chapter 1 Operations, Chapter 2 Fire Department Organization, Chapter 3 Training, Chapter 4 Other Agency Responses, Chapter 5 Fire Department Rules and Regulations, Chapter 6 Appendix.

REFERENCE:

<hr/> Signature of Fire Chief	This O.G. replaces: Issued on:
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