



Burlington Fire Department

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Section: 00 - Administration	
SOG Number: 00.01	Effective Date: May 18, 2017
Subject:	Development of Standard Operating Guidelines
By Order of Fire Chief Steven A. Locke	

I. Purpose:

This document officially establishes the procedure for the development of Burlington Fire Department standard operating guidelines

II. Scope:

The scope of this guideline pertains to all staff. This document is required as having a standard process, format, and authorization for the development and revision of standard operating guidelines necessary for safe operations.

III. Definitions:

Department Directive - The written process used to convey orders from the Chief of the Department.

Project Lead – The individual working under the direction of the Section Chair charged with researching, authoring, and validating a singular SOG.

Section Chair – The individual responsible for the development, revision, and publication of a given group of SOG's

Standard Operating Guideline (SOG) - Written guidelines that explain what is expected and identified as a “best practice” of fire service personnel in performing their jobs.

IV. Guidelines:

A. The standard process for the development of department standard operating guidelines are as follows:

1. An SOG section chair is assigned for each section of responsibility.
 - a) SOG topic is identified by section chair.
 - b) SOG section chair assigns project lead.
 - c) Identified project lead develops/revises draft SOG document and if necessary includes an SOG quiz.
 - d) Draft SOG shared with command staff and union representative for comments/revisions. After 14 days move to next step.
 - e) Final draft of SOG returned to SOG section chair.
 - f) SOG section chair submits draft document to the DC of Operations who assigns number and correct formatting.
 - g) SOG is submitted to Chief of Department for approval.
2. Once SOG is approved, the following actions will occur:
 - a) If necessary, the Battalion Chief of Training will prepare, schedule and educate department membership.
 - b) SOG will be issued by the Fire Chief or DC of Operations in a department directive format.

V. Responsibility:

It is the responsibility of all members to read, understand and adhere to this standard operating guideline.

Revision History		
Revision Date	Section	Summary
5.18.2017	All	This revision supersedes SOG 01.0 which was published 6/2015.