

# The Woodlands Fire Department Operational Guidelines

## A-12 – OG REVIEW AND DISTRIBUTION

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### 1.0 PURPOSE

- 1.1 To ensure that all TWFD Operational Guidelines are adequately reviewed and revised on a periodic basis and that the Operational Guidelines are freely available to all operational personnel

### 2.0 OPERATIONAL GUIDELINE REVIEW COMMITTEE

- 2.1 The Woodlands Fire Department will maintain a standing Operational Guideline Review Committee at all times. This committee will be called the OG Review Committee (OGRC).
- 2.2 Members to the OGRC will be appointed by the Command Staff and approved by the Fire Chief. When possible, consideration will be given to allow for diversity in committee representation among the shifts, as well as the rank structure.
- 2.3 The OGRC will be comprised of at least four TWFD personnel. At least one representative of the committee will be a Command Staff member.
- 2.4 The OGRC will meet as necessary to ensure that all Operational Guidelines (OG's) of The Woodlands Fire Department (TWFD) are maintained in a current state, are realistic, and are periodically reviewed as outlined in this guideline.
- 2.5 It will be the task of the OGRC to ensure that all operational personnel are advised of changes made to the OG's as those changes occur.
- 2.6 Members of the OGRC may be removed from the committee by the Fire Chief or if requested by a majority of the members of the OGRC.
- 2.7 Any vacancies existing on the committee will be filled as soon as feasible by TWFD Command Staff.

### 3.0 OPERATIONAL GUIDELINE REVIEW

- 3.1 All OG's of TWFD will be reviewed by the OGRC on an annual basis, at minimum.
- 3.2 OG's may be reviewed more frequently if a particular cause for review exists. (e.g. a request by an Employee to look into a particular policy as a result of a critique, change in organizational structure, technological change affecting operations, etc.)
- 3.3 Each OG will have, in the lower right-hand corner of each page, a "created" date, a "revised" date, and a "reviewed" date.
- 3.4 OG's that are reviewed and determined by the OGRC to need no changes will be updated with a new revision date. The revision date on any OG will never be more than one year old.

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- 3.5 OG's that are reviewed and determined by the OGRC to need updates will be updated as necessary by the committee. Once completed, the Command Staff member of the OGRC will submit the recommended changes to the Fire Chief for final review. If required, the Command Staff member of the OGRC will submit the recommended changes to any other Command Staff members whose policies the OG change(s) may affect.
- 3.6 The Fire Chief will review the recommendations by the OGRC and approve the changes or request that the OG be looked at further. Upon approval by the Fire Chief, the Fire Chief will notify the OGRC electronically that the proposed changes have been approved. If a member of the Command Staff requests further review, they will provide commentary as to which areas need attention.
- 3.7 The approved changes will become effective as soon as the updated version is distributed to the membership, and any necessary training on the subject has been conducted. Recommended need for training will be determined by the OGRC or Command Staff, and must be approved by the Deputy Chief - Training.

### 4.0 OPERATIONAL GUIDELINE DISTRIBUTION

- 4.1 The primary storage location for all OG's will be the Fire Department Share drive on the Smokey server. OG's will be available to all TWFD personnel as a password protected Word document.
- 4.2 As a back-up to the network storage location, each fire station will maintain a current hard copy of the OG's at all times. The Company Officer is responsible for maintaining an accurate OG manual.
- 4.3 As files are reviewed and updated, the new versions will be saved on the server.
- 4.4 When an OG is reviewed and changes are made, the OGRC will distribute hard copies of the OG to all stations through the Battalion Chiefs, and all Fire Department personnel will be notified electronically of the change. The Company Officer will review the changes made with all assigned Employees and place the revised copies in the station OG manual, discarding the previous version(s).
- 4.5 When an OG is reviewed with no changes, all Fire Department personnel will be notified electronically of the change. The station Company Officer will be responsible for printing the revision indicating the new "reviewed" date and replacing the OG in the station OG manual.