



## Fire Chiefs' Association of Broward County Standard Operating Guidelines

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**Revision Date: N/A**

**Total Pages: 2**

**Subject: SOG Development Routing Process and Form**

**Issued FCABC Board: Brocato, Downey, Krivjanik, McNamara, Turpel**

### **I. Purpose:**

The purpose is to allow each subcommittee chair an opportunity to review the SOG/revisions for relevance and alignment of disciplines amongst the committee groups.

### **II. Overview:**

The Fire Chiefs' Association of Broward County (FCABC) has empowered the subcommittees with identifying the need for developing, updating, and/or removal of processes that have been recognized as SOGs to be used within Broward County Fire Rescue agencies. It is imperative that the Chairs of the subcommittees ensure that all processes align with each discipline. This format will provide a guide to ensure that all groups have a voice in the message being disseminated.

### **III. Process:**

**A.** Initiating committee will start the routing form which will be attached along with the SOG of topic. It will be signed by originating committee chair.

**B.** After the originating committee chairs signs the form, it will be sent electronically to the next committee group chair for signature(s) for review/acknowledgment.

**1.** It is not intended to have each respective committee group have their members review, as this will cause delays in the process. A timeline for review will be provided by the originating committee at the beginning of the process to ensure that all are compliant.

**2.** Any comments prior to accepting and signing for your committee should be directed to the originating committee chair for clarification.

**C.** Once all completed their review/acceptance, it will then be sent to the originating committee chair and forwarded to the FCABC Executive Board for review and final approval.

**D.** Once adopted officially, the SOG will be placed in the appropriate section on the FCABC website for use/reference.



Fire Chiefs' Association of Broward County

**ROUTING APPROVAL FOR FCABC SOGs**

New SOG

Revised

SOG Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED:** (If the Initiator, please check box)

- |                          |  |               |
|--------------------------|--|---------------|
| <input type="checkbox"/> | _____<br>Emergency Management Subcommittee       | _____<br>Date |
| <input type="checkbox"/> | _____<br>EMS Subcommittee                        | _____<br>Date |
| <input type="checkbox"/> | _____<br>Fire Prevention Subcommittee            | _____<br>Date |
| <input type="checkbox"/> | _____<br>HazMat/Special Ops Subcommittee         | _____<br>Date |
| <input type="checkbox"/> | _____<br>Mutual Aid & Communication Subcommittee | _____<br>Date |
| <input type="checkbox"/> | _____<br>Safety & Health Subcommittee            | _____<br>Date |
| <input type="checkbox"/> | _____<br>Training Subcommittee                   | _____<br>Date |
| <input type="checkbox"/> | _____<br>FCABC President                         | _____<br>Date |

End of SOG