

# **Kent Volunteer Fire Department SOPs**

Greetings from the President of the Kent Volunteer Fire Department!

This book of Standard Operating Procedures (SOPs) has been prepared with your safety and best interest in mind.

The primary purpose of these written procedures is to establish and maintain efficient and uniform practices during fire department and ambulance operations. They are designed to bring together the many routine procedures that have been passed on over the years by word of mouth. By providing a written document for department operations, it is hoped that all members will be able to work together knowledgeably and safely. In addition, each member of KVFD will be able to clearly understand their individual responsibilities and expected actions. These SOPs shall be followed in conjunction with all applicable by-laws, departmental policies, procedures and the latest existing OSHA and OEMS regulations and NFPA recommendations. It is virtually impossible to regulate every incident encountered during fire department operations, therefore; while the provision of these procedures are to be utilized wherever possible, the chief and officers may be called upon to exercise common sense and ingenuity based upon their training, education and experience. The chief and officers are responsible for ensuring their respective personnel have a complete and correct understanding off these procedures.































































































































II. RECORDS

Enclosure 4-2.1 Sample letter requesting exterior firefighter designation

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Date-

Member Name-

I, \_\_\_\_\_, a member in good standing of the Kent Volunteer Fire Department and a Connecticut Certified interior firefighter request that my status be changed to *exterior firefighter only*. I understand that this change of status restricts me from donning a self contained breathing apparatus (SCBA). I also understand that I am to turn in my black helmet and a yellow one will be issued to me.

In the event that I wish to return to interior firefighter status within the Kent Volunteer Fire Department, I am to notify the Fire Chief. I know that I will need to provide the necessary documentation required of an interior certified firefighter prior to my change of status. This documentation includes, but is not limited to, a yearly firefighter physical with respiratory questionnaire; yearly respirator fit testing and quarterly training in interior firefighter activities.

Sincerely,

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Witness' Printed Name

\_\_\_\_\_  
Fire Chief's Signature

\_\_\_\_\_  
Fire Chief's Printed Name

*Enclosure 4-2.1*