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## Standard Administrative Policies / Standard Operating Guidelines

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**Initials    Date**

*Please Review Online and Initial Each of The Following*

___	__/__/__	<b>ADM 01-001 (Chain of Command)</b>
___	__/__/__	<b>ADM 01-002 (Standard of Conduct)</b>
___	__/__/__	<b>ADM 01-003 (Career Call-Back)</b>
___	__/__/__	<b>ADM 01-004 (E-Mail)</b>
___	__/__/__	<b>ADM 01-005 (Tardy)</b>
___	__/__/__	<b>ADM 01-006 (Moonlighting)</b>
___	__/__/__	<b>ADM 01-007 (Staffing)</b>
___	__/__/__	<b>ADM 01-008 (Career Staff at the Station)</b>
___	__/__/__	<b>ADM 01-009 (Equipment and Uniforms)</b>
___	__/__/__	<b>ADM 02-001 (Non-Smoking Policy)</b>
___	__/__/__	<b>ADM 02-002 (Telephones and Usage)</b>
___	__/__/__	<b>ADM 02-003 (Sleeping Facilities)</b>
___	__/__/__	<b>ADM 02-004 (Apparatus Bay Doors)</b>
___	__/__/__	<b>ADM 02-005 (Public Access Policy)</b>
___	__/__/__	<b>ADM 02-006 (Television Use)</b>
___	__/__/__	<b>ADM 02-007 (Computer Use)</b>
___	__/__/__	<b>ADM 02-008 (Drug Use Policy)</b>
___	__/__/__	<b>ADM 03-001 (Career Schedule)</b>
___	__/__/__	<b>ADM 03-002 (Vacation)</b>
___	__/__/__	<b>ADM 03-003 (Shift Trades)</b>
___	__/__/__	<b>ADM 03-004 (Employee Overtime Log)</b>
___	__/__/__	<b>ADM 03-005 (Part-time Employee Log)</b>
___	__/__/__	<b>ADM 03-006 (Sick Time)</b>
___	__/__/__	<b>ADM 04-001 (Fueling of Vehicles)</b>
___	__/__/__	<b>ADM 04-002 (Inspection of Vehicles)</b>
___	__/__/__	<b>ADM 04-003 (Out-Of-Service Vehicles)</b>
___	__/__/__	<b>ADM 04-004 (Care of Apparatus)</b>
___	__/__/__	<b>ADM 04-005 (Truck 1)</b>
___	__/__/__	<b>ADM 04-006 (ATV 1)</b>
___	__/__/__	<b>ADM 05-001 (Establishing SAPs &amp; SOGs)</b>
___	__/__/__	<b>ADM 05-002 (Drug Free Workplace)</b>
___	__/__/__	<b>ADM 05-003 (End of Shift Report)</b>
___	__/__/__	<b>ADM 05-004 (Daily Check Sheet)</b>
___	__/__/__	<b>ADM 05-005 (Non-Departmental Observers)</b>
___	__/__/__	<b>ADM 05-006 (Structural Helmets)</b>
___	__/__/__	<b>ADM 05-007 (Unmanned Station)</b>
___	__/__/__	<b>ADM 05-008 (EMS Quality Assurance)</b>
___	__/__/__	<b>ADM 05-009 (Requests for Training)</b>
___	__/__/__	<b>ADM 05-010 (Patient Care Reports)</b>
___	__/__/__	<b>ADM 05-011 (Subpoena For PPCR's)</b>
___	__/__/__	<b>ADM 05-012 (Augusta County First Due)</b>
___	__/__/__	<b>ADM 05-013 (Augusta County Mutual Aid)</b>
___	__/__/__	<b>ADM 05-014 (Nelson County First Due)</b>
___	__/__/__	<b>ADM 05-015 (Dual Response Area)</b>
___	__/__/__	<b>ADM 05-016 (Nelson County Mutual Aid)</b>

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**Standard Administrative Policies / Standard Operating Guidelines Cont...**

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**Initials    Date**

*Please Review Online and Initial Each of The Following*

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|-------|----------|--|
| _____ | __/__/__ | <b>ADM 05-017 (Transferring Quarters)</b>          |
| _____ | __/__/__ | <b>ADM 05-018 (Augusta County Response)</b>        |
| _____ | __/__/__ | <b>ADM 05-019 (Health Record Disclosure)</b>       |
| _____ | __/__/__ | <b>OPER 01-001 (Driver Qualifications)</b>         |
| _____ | __/__/__ | <b>OPER 01-002 (Ski Season Transfers)</b>          |
| _____ | __/__/__ | <b>OPER 01-003 (Vehicle Operations)</b>            |
| _____ | __/__/__ | <b>OPER 01-004 (Warning Devices)</b>               |
| _____ | __/__/__ | <b>OPER 01-005 (Backing Procedures)</b>            |
| _____ | __/__/__ | <b>OPER 01-006 (Incident Management)</b>           |
| _____ | __/__/__ | <b>OPER 01-007 (Incident Command Procedures)</b>   |
| _____ | __/__/__ | <b>OPER 01-008 (Transfer of Command)</b>           |
| _____ | __/__/__ | <b>OPER 01-009 (Vehicle Incidents)</b>             |
| _____ | __/__/__ | <b>OPER 01-010 (Blocking Traffic)</b>              |
| _____ | __/__/__ | <b>OPER 01-011 (Project Lifesaver Searches)</b>    |
| _____ | __/__/__ | <b>OPER 01-012 (Search and Rescue)</b>             |
| _____ | __/__/__ | <b>OPER 02-001 (Sprinkler Systems)</b>             |
| _____ | __/__/__ | <b>OPER 02-002 (LP Gas Leaks)</b>                  |
| _____ | __/__/__ | <b>OPER 02-003 (Personal Protective Equipment)</b> |
| _____ | __/__/__ | <b>OPER 02-004 (Two In / Two Out)</b>              |
| _____ | __/__/__ | <b>OPER 02-005 (Hose Packing)</b>                  |
| _____ | __/__/__ | <b>OPER 02-006 (Vehicle Fires)</b>                 |
| _____ | __/__/__ | <b>OPER 02-007 (Alarm Activations)</b>             |
| _____ | __/__/__ | <b>OPER 02-008 (Structure Calls)</b>               |
| _____ | __/__/__ | <b>OPER 02-009 (Air Packs / SCBA)</b>              |
| _____ | __/__/__ | <b>OPER 02-010 (Mutual Aid Requests)</b>           |
| _____ | __/__/__ | <b>OPER 02-011 (Automatic Aid)</b>                 |
| _____ | __/__/__ | <b>OPER 02-012 (Fire Helmet Camera)</b>            |
| _____ | __/__/__ | <b>OPER 03-001 (Aeromedical Services)</b>          |
| _____ | __/__/__ | <b>OPER 03-002 (Patient Care Protocols)</b>        |
| _____ | __/__/__ | <b>OPER 03-003 (ALS Transport Compliance)</b>      |
| _____ | __/__/__ | <b>OPER 04-001 (Radio Procedures)</b>              |
| _____ | __/__/__ | <b>OPER 04-002 (Radio Decorum)</b>                 |
| _____ | __/__/__ | <b>OPER 04-003 (Marking on the Air)</b>            |
| _____ | __/__/__ | <b>OPER 04-004 (Primary Frequency)</b>             |
| _____ | __/__/__ | <b>OPER 04-005 (Situation Under Control)</b>       |

By signing below you are acknowledging that you have read and understand all Administrative and Operational guidelines set forth by the administration of Wintergreen Fire & Rescue. Please submit a signed copy to the Chief of EMS Operations.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_