


## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: Terminology</b>	S.O.P: 100.04
	<b>SUBJECT: Organizational</b>	PAGE: 1 of 4
	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012
		<b>Revision Date:</b>

### ***Purpose:***

To provide members with a list of basic Fire Department terms and their working definitions in order to facilitate better written and verbal communication within the Shelbyville Fire Department.


### ***Policy:***

A list of basic Fire Department terms and their working definitions shall be provided in this Standard Operating Procedures Manual. Although not totally inclusive, those terms and definitions contained within the list shall be officially recognized by all members of the Shelbyville Fire Department.

### ***Definitions:***


1. **Active Duty:** That period of time during which a member shall be at a designated place of assignment.
2. **Administrative Office:** Office of the Fire Chief.
3. **Aerial Apparatus:** A piece of automotive fire equipment meeting NFPA #1901 Standards and equipped with either an aerial ladder or an elevating platform.
4. **Alarm:** A notification to Fire Department units to initiate a response.
5. **Apparatus:** Any motorized vehicle carrying fire fighting tools, equipment or personnel.
6. **SFD:** Shelbyville Fire Department
7. **Captain:** See Fire Captain.
8. **Chain of Command:** Relationship of responsibility and authority, as shown on organizational chart.
9. **Channels Through:** The transmission of communications through chain of command, in ascending or descending order.
10. **Chief:** The Fire Chief; the chief administrative officer of the Fire Department.
11. **Chief Officers:** Those members holding the rank of Fire Chief or Assistant Chief.
12. **Commanding Officer:** "Member's" immediate supervisor in chain of command.
13. **Communications:** Interchange of correspondence or message; verbal or written.
14. **Company:** Engine and/or Truck company members under the command of a Company Officer, assigned to a station with apparatus.
15. **Company Inspection:** An inspection by fire company(ies) of an occupancy premises for the purpose of code enforcement.
16. **Company Officer:** Any officer in command of a company and their assigned quarters.
17. **Assistant Fire Chief:** Classification of rank. Officer that is the chief's administrative assistant.
18. **Detail:** One or more members given a routine or special assignment.
19. **Drill:** A training session.
20. **Emergency Vehicle:** Any vehicle owned or operated by the Fire Department and defined as such by the Kentucky Motor Vehicle Code.
21. **Engine:** A mobile Engine usually carrying 500 gallons or more and less than three (3) persons on apparatus.
22. **Engine Company:** An Engine that has three (3) or more personnel on the apparatus.
23. **Equipment:** All articles used by the department, other than apparatus, quarters, and expendable supplies.

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24. **Evolution:** Practical drill simulating an actual fire fighting situation.
25. **False Alarm:** An alarm given with malicious intent or without reasonable cause.
26. **Fire Apparatus:** Automotive vehicles with a specific fire fighting function, designed in accordance with NFPA #1901 Standards, used to carry fire fighting personnel and equipment.
27. **Fire Chief:** Classification of rank. Chief administrative officer of the department.
28. **Fire Company:** A crew of members under the command of a Company Officer or acting officer assigned to a Fire Station with apparatus.
29. **Fire Department Staff:** Fire Chief, Assistant Fire Chief, Captain, Sergeant, Safety Officer, Firefighters, ect.
30. **Training Bureau:** The Training Bureau and its sub-units are charged with providing all members of the service with the best training possible, thereby enhancing their ability to protect the lives, rights, and property.
31. **Fire Fighter:** Classification of rank. First level safety member who performs general Fire Department duties under the supervision of a Company Officer.
32. **Fire Captain:** Classification of rank. May serve as Officer-In-Charge, Shift Training Officer, and/or Company Officer.
33. **Fire Ground:** Operational area at a fire under command of an incident commander; the place where fire fighting operations are being conducted.
34. **Fire Prevention Officer:** A department member assigned the duties and responsibilities of fire prevention.
35. **First Alarm District:** Same as First In District.
36. **First Due:** the Company that is normally to arrive first on an alarm.
37. **First In District:** The area in which a company is normally the first to arrive at the scene of an emergency.
38. **First In Officer:** The first Fire Department officer to arrive at the scene of an emergency.
39. **General Orders:** Any order of permanent character, which requires the attention of the entire department personnel.
40. **Goal:** A general statement of aim and direction, which establishes the overall mission for an organization.
41. **Immediate Family:** The immediate family means spouse, parent(s), child (ren), brother (s), sister(s), grand- parent(s), mother-in-law, father-in-law, foster parent(s), or blood relative(s) who serve as foster parent(s).
42. **Incident Commander:** The member who is in charge and has the responsibilities of an emergency incident that the fire department is involved in.
43. **Incident Command System:** The Incident Command System (ICS) has been developed and approved by the Shelbyville Fire Department. ICS is a standardized organization and management system utilized in the handling of emergency incidents.
44. **Interdepartmental Memorandum:** A notice issued by the Fire Chief or other authoritative source.

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45. **Leave of Absence:** A granted leave from the Fire Department (With or without pay) within the guidelines of the department.
46. **Manual of Operations:** An administrative directive by the Fire Chief establishing the practices and procedures of the department. Same as the Operations Manual.
47. **Member:** Any employee regularly or temporarily appointed to the Fire Department to perform the duties of a regular Fire Fighter, under whatever designation they may describe in any alary or departmental ordinance providing compensation for he Fire Department. The term "member" includes officers.
48. **Memo:** A method of written communication utilizing a transitory notice issued for the guidance and information of members of the department.
49. **Meritorious Act:** One that is worthy of commendation or possesses merit and is deserving of reward or recognition.
50. **Objective:** A specific statement of desired achievement and/ or performance, which is directly measurable in scope and time factor.
51. **Officer-In-Charge:** An individual in charge of the fire suppression forces assigned to a particular fire station.
52. **Officers:** Officers of the Fire Department. Order of rank: Fire Chief, Assistant Fire Chief, Captain, Sergeant, Safety
53. **On-Duty:** A condition of employment wherein a member is actively engaged in a function of the department.
54. **Operations Manual:** Same as Manual of Operations.
55. **Oral Reprimand:** An official oral notification by the department manager to the employee that there is cause for dissatisfaction with his/her performance, and that further disciplinary measures may be taken, if not corrected.
56. **Personnel:** Same as "Member."
57. **Pre-Fire Plan:** A plan of operations containing current strategic information and procedures for fire suppression operations in a given occupancy or complex.
58. **Pre-Fire Plan Inspection:** An inspection made by Fire Department members to study potential fire fighting and rescue problems at a given occupancy and to formulate a pre-fire plan.
59. **Pumper:** A piece of automotive fire apparatus meeting NFPA #1901 Standards and equipped with a pump, water tank, and a compliment of hose, tools, and equipment (same as engine).
60. **Quarters:** Any department building or place wherein members or companies are assigned.
61. **Senior Officer:** One who has served longer in the same office position than another, or one who has achieved a higher rank.
62. **Shift:** A period of twenty-four (24) consecutive hours commencing at 0700 and ending at 0700 the following day; or one of the three (3) groups of assigned twenty-four (24) hour personnel, which are on duty on a rotational basis.
63. **Special Drill:** A special assignment for departmental service.
64. **Special Duty:** When a member is assigned to perform a particular service of a non-routine nature, when regularly on-duty.

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65. **Special Notice:** A transitory notice issued by the Fire Chief or other authoritative source for the guidance and information of members of the department.
66. **Special Order:** An administrative directive of temporary nature affecting practices and procedures of the department and shall be effective until canceled or included in the Operations Manual.
67. **Station Daily Log:** A legal record of daily events and activities (visitors, fire calls, etc.) Kept in the radio Room.
68. **Still Alarm:** Generally, an alarm for a less severe incident initially requiring only a single engine response.
69. **Subordinates:** A member who stands in order of rank below another.
70. **Superior:** A member who stands in rank above another.
71. **Superior Officer:** An officer who stands in order of rank above another officer.
72. **Tour:** A string of twenty-four (24) hour shifts normally worked by members of the same platoon.
73. **Truck:** A piece of aerial apparatus equipped with ground ladders and standard ladder company equipment.
74. **Uniform Members:** Those members of the department authorized by the Fire Chief to wear the Fire Department Uniform.
75. **Unit:** One piece of apparatus or one company.
76. **Written Reprimand:** An official notification in writing by the Department Manager to the employee that there is cause for dissatisfaction with his/her performance and those further disciplinary measures may be taken, if not corrected.

**Work Shift:** For all department positions, except those designated by the Fire Chief, the work shift shall be twenty-four (24) hours for Fulltime Suppression personnel and twelve-hour increments for volunteer duty crew personnel.