

Chapter 1-2

Effective 12-01-04

Standard Operating Policy for Definitions Used in the SOP/SOG Manual

rev. 04/26/06

1. Purpose

This SOP provides definitions to terms that are used throughout the SOP/SOG manual. Terms that are specific to a policy or guideline will be defined within that chapter.

2. Scope

This SOP applies to the readers of the PVFD SOP/SOG manual.

3. Definitions

Administration: The Board of Trustees, Chief Officers, and other PVFD members who hold an administrative position related to the context where this word is used. Generally, this term refers to the Fire Chief and his staff officers.

ANSI: American National Standards Institute. A private, non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system. ANSI's consensus standards do not carry the weight of law unless adopted as such by a legal body or regulatory agency.

Board of Trustees: The governing body of the fire protection district, as established by KRS Chapter 75.

Chief Officer: A line officer with the rank of Assistant Chief, Deputy Chief, or Chief.

Company Officer: The person in charge of a small group of firefighters, usually the crew assigned to one apparatus. This person may or may not be a line officer.

Explorer: A person under age 18 who participates in the PVFD Explorer Program, which is administered through the Boy Scouts of America.

Fire Department: The operational unit of the fire protection district that executes the tasks of fire prevention and suppression.

Fire Protection District: The legal entity established by KRS Chapter 75 in order to provide fire protection services to a legally defined territory. This body has the legal authority to collect tax revenues for the purpose of providing fire protection.

Fireground: The area of fire department operations related to an incident scene. The areas where fire crews need personal protective equipment for safe operations usually determine the fireground boundaries.

First Responder: A PVFD member that is trained to KY State standards for EMS First Responder, EMT, or Paramedic, that participates in the PVFD First Responder Program.

Health & Safety Officer (HSO): The person assigned to the administrative role dealing with health, safety and industrial hygiene issues related to the PVFD organization. This

is a permanently assigned position, unlike the Incident Safety Officer, which is assigned at time of need.

HIPAA: Health Information Portability Accountability Act. A federal law that requires privacy and security for any personal health information that is collected by PVFD or its members. HIPAA also requires that PVFD maintain confidentiality of patient information during incidents, and that such information shall only be shared with other PVFD personnel or health care providers on a need-to-know and confidential basis.

ICS: Incident Command System. A management system used to coordinate the activities necessary to control emergency incidents. The ICS is expandable to allow for control of incidents of any size, complexity, or duration.

KRS: Kentucky Revised Statutes. The laws of the Commonwealth of Kentucky.

Liaison: A person assigned to represent PVFD when dealing with another agency or act as an information conduit between PVFD and another agency. Liaison positions can be permanent appointments or temporary assignments during incidents.

Line Officer: A firefighter who has a permanently assigned rank as part of the PVFD operational chain of command.

Medical Surveillance Officer (MSO): A staff officer that is responsible for administration and record keeping related to firefighter health, fitness, and respiratory health programs as required by NFPA 1500. The duties of the MSO may be performed by the SSO. The MSO is also responsible to secure PVFD personnel health records in accordance with federal HIPAA requirements.

Member: A person who has been approved by the Chief for membership as a firefighter and is currently in good standing with the PVFD.

NFPA: National Fire Protection Association. This organization produces consensus standards related to various aspects of the fire service. These standards only carry the weight of law if adopted as such by a municipality. However, the standards are commonly used as reference by the legal system when determining proper procedures.

NIMS: National Incident Management System. A federally mandated command and control system for organizing response to large emergency incidents. The operational aspects of NIMS are the same as ICS, except for a few differences in terminology.

NIOSH: National Institute of Occupational Safety and Health. An agency that produces technical guidelines related to occupational safety and health topics. NIOSH also investigates occupational accidents and injuries for the purpose of determining ways to prevent a similar occurrence in the future. NIOSH recommendations do not carry the weight of law unless adopted by a legal body or regulatory agency.

OSHA: Occupational Safety and Health Administration. Kentucky has a state OSHA organization, whose regulations and authority mirrors or exceeds federal OSHA requirements. OSHA regulations carry the weight of law.

PVFD: Pewee Valley Fire Department. This refers to the whole of the organization of administrators, officers, firefighters, and other members of the department, as appropriate in the context where used.

Safety Officer: A firefighter who has been assigned to the role of Incident Safety Officer.

Incident Safety Officer: The ICS position responsible for oversight of the safety aspects of an incident scene. This is the only ICS position that can countermand the orders of the Incident Commander or any other ICS position if necessary to avoid a potential safety problem.

SOP: Standard Operating Policy.

SOG: Standard Operating Guideline.

Staff Officer: A person, other than a board member, who has an assigned position, related to a non-fire aspect of the PVFD organization. These positions do not carry fire line rank or authority, except if the subject of the position relates to activities that may occur on a fireground. In that case, only a Chief Officer holds greater authority related to the specific position.