
	<b>STANDARD OPERATING GUIDELINE</b>				
	ADMINISTRATION				
	ACTION PLANS				
	Effective: 01/Sep/04	Revised: 26/Oct/2020	S.O.G. #: A-112	Page: 1 of 1	

**1.0 Purpose**

1.1 The purpose of this guideline is to document the development and use of Fire Department Action Plans.

**2.0 Responsibility**

2.1 It is each individual member’s responsibility to follow this Standard Operating Guideline, and each Officer’s responsibility to assure that there is compliance.

**3.0 Strategic Plan Goals**

- 3.1 Blank Action Plans will be created as part of the preparation of the Strategic Plan document, one Action Plan per stated goal in the Strategic Plan.
- 3.2 The Fire Chief or Deputy Fire Chief will copy the Plans into the Dept\_fd share drive on the City “Q Drive” computer network.
- 3.3 The Fire Chief will distribute a copy of each Action Plan to the employee responsible for the Plan’s creation, along with a deadline for the completed Plan to be submitted. The employee submitting the plan shall type or legibly hand-write the entries on the document, and then submit the document to the Fire Chief or his designee.
- 3.4 Continue to Section 5.0 for additional information.

**4.0 Non-Strategic Plan Goals and Objectives**


- 4.1 An employee responsible for creating the Action Plan shall be given a blank Action Plan Form.
- 4.2 The employee submitting the Plan shall type or legibly hand-write the entries on the document.
- 4.3 The employee shall submit the Plan to the Fire Chief or his designee.
- 4.4 Continue to Section 5 for additional Information.

**5.0 For All Action Plans**

- 5.1 Fire Department office staff shall transcribe the handwritten entries into the computer file for that plan (or create a new form, if necessary).
- 5.2 The Fire Chief shall review and revise the Plan, as necessary, such revision to be made to the computer file, and then re-printed.
- 5.3 The updated Plan shall be given to the employee responsible for the execution of the Plan.
- 5.4 The employee responsible for the execution of the Plan shall provide periodic status reports as directed by handwriting or typing the status on a paper copy of the Plan.
- 5.5 Updates and status reports shall be entered into the computer file of the Plan by the Fire Department office staff, and reprinted as necessary.

**6.0 Reference**

6.1 Highland Park Fire Department

Approved:  Fire Chief