

OEM Comm SOPs

- ▶ In order to standardize operations and use common practices, OEM Comm should develop and implement some Standard Operating Procedures (SOPs)

These will help us:

- ▶ Facilitate communication
- ▶ Provide consistency and quality control
- ▶ Help increase productivity
- ▶ Facilitate cross training
- ▶ Support peer accountability and coaching
- ▶ Help create a safer work environment
- ▶ Provide staff with the motivation to do things RIGHT
- ▶ Shield both OEM and OEM Comm volunteers from liability

OEM Comm SOP Ideas

- How we write GPS coordinates
- How we write dates and times
- Which phonetic alphabet we use
- IOD – Injury on Duty Procedures
- Call out procedures
- Maximum drive/deployment time
- PCWIN radio checkout policy/tracking methods
- Radio programming standard (set load)
- Logging entrance and exits from the radio room, MCU & MCT in the logbooks
- Use ICS for 213 for all vehicle & equipment requests
- Mobile vehicle checklists – outbound and inbound checklists must be fully completed
- Safety Officer to review and approve/disapprove all IAPs
- OEM to review and approve/disapprove all IAPs
- IAPs turned in for review at least 1 week prior to a planned event
- Mobile Comm vehicle to be returned in the same state they were taken out in. Swept out, things put away, etc.
- Prior written agency authorization for any frequency usage other than ham frequencies (Public Service, AIRS, etc)

Additional SOP Ideas

- ▶ Please email any additional SOP ideas, whether for the whole group, or for your specific team to:

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