

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



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### **EQUIPMENT AND APPARATUS**

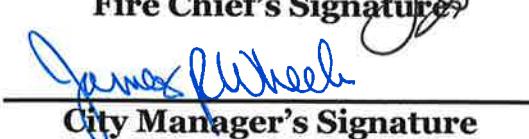
**SOP#:** EA 3.00

**Title:** Map Books

**Effective Date:** 12/30/2008

**Revised Date:** 06/06/2008

  
**Fire Chief's Signature**

  
**City Manager's Signature**

### **MAP BOOKS**

#### **I. PURPOSE**

To provide guidance and information regarding the responsibilities, distribution, maintenance, and updates to department map books.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. POLICY**

In order to provide effective response to emergency incidents, department personnel need an up-to-date reference that provides locations of streets, highways, fire hydrants, apartment complexes, trailer parks and other pertinent geographic features. To meet this requirement, the department has provided each primary emergency response apparatus with a map book.

#### **III. RESPONSIBILITY**

- It is the responsibility of all department personnel to become familiar with the general geography

of the City, learn how to use the provided map books, and assist in keeping map books up to date and accurate.

- The Deputy Chief will appoint a Map Book Coordinator who will be responsible for investigating additions and changes of map pages, accurate drawings of those additions and/or changes, and distribution to all existing map books.

## **IV. PROCEDURES**

### **Distribution of Map Books**

- Each department vehicle subject to respond to emergency incidents will be provided department map books.
- Revised map book pages will be distributed as needed.

### **Maintenance of Map Books**

- All Supervisors shall ensure that issued department map books are kept in good condition on department vehicles.
- All personnel shall take reasonable care of map books, and supervisors shall be notified if any map book requires repair or replacement.

### **Map Book Updating**

- The Building Department sends periodic memos listing new streets or street name changes, which will be posted for 30 days for all personnel to review.
- The Deputy Chief shall review these additions and/or changes, and coordinate with the Map Book Coordinator the appropriate revisions to the map books.

- When personnel discover a situation that will require a revision to the map book, they shall inform the Deputy Chief in writing.
- Supervisors are responsible for informing their shift of any changes.
- Company Officers are to ensure that revisions are kept current and placed in all station map books the day the new pages arrive.
- Department personnel not assigned to a station and in possession of a map book shall be responsible for the maintenance and updating of these map books.