

# BENSLEY-BERMUDA VOLUNTEER RESCUE SQUAD

## STANDARD OPERATING RULE

<b>TOPIC: MAINTENANCE AND REVISION OF SORs</b>	<b>S.O.R. # 1.2</b>
Approved by: Barry Drumheller, Chief of Operations	Revised: 10/16/06 Replaces: N/A

**Purpose:** To set forth the location where the current SORs will be posted, the accepted method of making revisions to the SORs, and the manner in which revisions to SORs will be communicated to members.

**Definitions:**

None.

**Policy/Procedure:**

1. An up-to-date copy of the SORs will be maintained:
  - a. On the Squad web site.
  - b. Posted on the SORs binder in the communications office at the main Squad office.
2. Excepting in cases of emergency, proposed changes and/or additions to will be posted on the bulletin board located in the hallway outside of the administrative office at main base for a minimum of two weeks.
3. Proposed changes and/or additions will be reviewed by the membership at the monthly meeting.
4. Adopted changes will be posted with the existing SORs on the bulletin board as well as on the web site.
5. Revisions to existing SORs will be reflected at the top of the SOR for historical and tracking purpose.