

SUBJECT: Manual Organization and Use**SECTION:** 100.02**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To provide sufficient information so that fire department personnel will understand how to correctly and fully utilize the manual of operations.

ORGANIZATION

- A. The manual is composed of three books; each is identified by a number and its title. These are as follows:
- Book 1 Rules and Regulations
 - Book 2 Routine Operations
 - Book 3 Emergency Operations
- B. Each of the three books is divided into sections which are designated by number and title.
- C. Each section is divided into subjects that are identified by number.
- D. Sections may be further broken down, if necessary, by using standard outline techniques beginning with a capital letter following the section number.
- E. The basic unit of information in the operations manual is the subject. This remains true even though a subject may be subdivided into sections.
- F. Each book contains a table of contents which lists its sections and subjects.