



## STUDENT WORKBOOK

### Module: Radios of Fire

#### *Overview:*

Students will view the “Radios of Fire” video, read the excerpt below from the “Standard Operating Procedure (SOP) Workbook” and complete the exercise below.

#### *Exercise:*

Take 15 minutes and complete the following exercise. Read the SOP WORKBOOK EXCERPT. Get in small groups, discuss it, develop Radio SOP’s and share with the class. Utilize the “Scenarios to Ponder” at bottom of worksheet as an anchor point to get started.

### SOP Workbook Excerpt

Standard Operating Procedures are useful as either stand-alone SOPs for specific situations or as a Crew or Unit Operations Guide.

#### **The use of SOPs by you as a leader will provide several benefits.**

- Communicate intent to all individuals on the crew
- Provide consistency in your guidance
- Provide subordinate employees with the desired end state and allow them to use their discretion when necessary, allowing you to focus on critical decisions
- Use SOPs as a mechanism to identify needed changes and evaluate operational performance

#### **The result is improved operational efficiency, greater accountability, and increased safety.**

A variety of tasks such as wearing of crew uniform, rules of engagement, use of the Risk Management Process, and communication procedures can be addressed through the development and implementation of Standard Operating Procedures.

#### **Developing the SOP**

- Gather Information and Identify Alternatives
- Analyze and Select Alternatives
- Write the SOP
- Review and Test the SOP
- Ratify and Approve the SOP



## Wildland Fire Safety Refresher



### **Questions to ask yourself during SOP development**

1. Is the proposed procedure realistic? Can it work on the fireline, in the office, etc.?
2. Can the procedure be readily implemented given the current resources of the unit?
3. Will training be required?
4. Must equipment be procured?
5. Does the procedure comply with agency policy and guidelines?
6. How will this procedure impact individual crewmembers?
7. Will the procedure survive outside scrutiny?

### **Task Analysis**

A task analysis can be summarized as asking yourself basic questions about your unit or crew, and making a list of factors that will influence your SOPs.

- What areas of my operation need SOPs?
- What situation am I trying to clarify?
- What process do I want my crew to use for a given situation?
- Is the development of an SOP the answer to these questions or should I resolve these issues in another manner?

### **Writing the SOP**

A standardized format for SOPs helps streamline the writing process. Single SOPs should be incorporated into a comprehensive SOP.

### **Scenarios to Ponder**

- You are assigned as a lookout and need to relay some critical information; you can't raise your crew?
  - Does your crew have an SOP for this? / What is it?
- A helicopter is circling overhead, you think the pilot is trying to get your attention but you can't raise him on the assigned air to ground frequency.
  - Does your crew have an SOP for this? / What is it
- You are scanning three frequencies, heavy traffic over all of them; as a crew how do you determine your priority frequencies.
  - Does your crew have an SOP for this? / What is it?

Link to Full Document - [http://www.fireleadership.gov/toolbox/documents/SOP\\_Workbook.pdf](http://www.fireleadership.gov/toolbox/documents/SOP_Workbook.pdf)

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