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A-2 REVIEW AND AMENDMENTS TO OPERATIONS MANUAL

Purpose: To preserve an up to date condition of the policies contained within this manual.

Policy: Annual Policy Review

It is the goal of the Central Zone Fire Chiefs to have every policy in this manual assessed at least once every five years. Therefore, at the beginning of every calendar year it shall be the responsibility of the elected Chairperson of the Central Zone Operations Committee to identify 20% of the total number of policies within the manual with the most outdated revision and/or review date and have those policies reviewed and revised as necessary.

Policy: As Needed Policy Review and Amendments

As equipment, technology and procedures change it is sometimes necessary to change, add, or delete policies on an as needed basis. Any changes to this manual shall include the following procedures:

- Submit changes/additions/deletions in writing to an Operations Committee member.
- The member shall submit changes/additions/deletions in the format used for the manual to the Operations Committee for review.
- The Operations Committee shall make a recommendation to the Central Zone Fire Chiefs either to approve or disapprove the change/additions/deletions.
- Once the recommendations are approved, corrections shall be made to the manual, and Central Zone Operations Chair or designate shall make corrections available to each agency. Current Operations Manual will also be available electronically at the Heartland Fire Training Facility Website.

APPROVED: 03/03/09

REVISED: 09/16/13

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