

# STANDARD OPERATING PROCEDURE

[Administrative Orders]



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**Department:** Operations

SOP#110

**Applicable to:** All Staff

**Effective Date:** 1 March 2020

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**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

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## Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding Administrative Orders issued by the Chief(s).

## Scope:

The scope of this document applies to all staff operating under the Operations Chain of Command.

## Guideline:

1. Periodically, Chief Officers may issue Administrative Orders pertaining to specific events, temporary, or long-standing changes/amendments to SOG's. These could entail changes to response protocol, clinical needs, equipment, and/or fleet changes.
2. Administrative Orders will be written and posted conspicuously around the base, including the Personnel Information Center, Dispatch, and in the agency's publication of record, as well as email for widespread distribution. Unlike SOG's, these Administrative Orders will be effective immediately, and may/may not have an end date.
3. All personnel are responsible to regularly read the agency's publication of record, and review information in the Personnel Information Center upon the start of their shifts.
4. Administrative Orders will carry the weight of an SOG, and crews will be accountable to the order. If any such order supersedes any other pertinent agency documentation, it will be noted accordingly. Administrative orders will never supersede the Employee handbook.
5. It is incumbent upon agency personnel to ensure that their contact information is always up to date. In addition to posting in the station, these Administrative Orders will be published in the agency's publication of record and sent electronically.

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This document supersedes any documents on the topic dated prior to the effective date noted above.