

## Standard Operating Guidelines

### ABBREVIATIONS

Guideline # 110.02

Date: 1/09 R

#### **PURPOSE**

To provide a means of producing clear and concise communications through the reasonable use of abbreviations within the Fire Districts' records and reports.

#### **POLICY**

- A. Within this policy there shall be provided a listing of approved abbreviations which are appropriate for use in all district written communications.
- B. Unapproved abbreviations may be utilized in a communiqué provided that a clear and specific definition of that abbreviation is provided within that communiqué.
- C. Utilization of abbreviations shall be at the discretion of the communicator but shall not be utilized in such a manner as to hinder clarity or continuity of the communiqué.

#### **ADMINISTRATIVE ABBREVIATIONS**

- A. Months of the year:
  - Jan. - January
  - Feb. - February
  - Mar. - March
  - Apr. - April
  - May - May
  - Jun. - June
  - Jul. - July
  - Aug. - August
  - Sept. - September
  - Oct. - October
  - Nov. - November
  - Dec. - December
- B. Days of the week:
  - Mon. - Monday
  - Tues. - Tuesday
  - Wed. - Wednesday
  - Thurs. - Thursday
  - Fri. - Friday
  - Sat. - Saturday**
  - Sun. - Sunday**
- C. Directions:
  - N - North
  - S - South
  - E - East
  - W - West
  - NE - Northeast
  - NW - Northwest

SE - Southeast  
SW - Southwest  
D. Rank:  
Capt. - Captain  
DC - Deputy Chief  
Disp. - Dispatcher  
LT. Lieutenant  
FC - Fire Chief  
FF - Firefighter  
FI - Fire Inspector  
FP - Fire Prevention  
FFSpec - Firefighter Specialist  
IC - Incident Commander  
Mech. - Mechanic  
OIC - Officer-In-Charge  
SrFF - Senior Firefighter  
Trng - Training

## **GENERAL ABBREVIATIONS**

Bldg. - Building  
Blvd. - Boulevard  
Co. - Company  
Comm. - Communications  
C.P. - Command Post  
Dept. - Department  
DOA - Dead On Arrival  
Dr. - Drive  
Eng. - Engine  
E.R. - Emergency Room  
F.D. - Fire Department  
I.C.S. - Incident Command System  
Insp. - Inspection  
L.P.G. - Liquefied Petroleum Gas  
Ln. - Lane  
P.D. - Police Department  
St. - Street  
Trk. - Truck

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Approved:

Date:

Chief:

Date:

Chief