



## Fire and Rescue Departments of Northern Virginia Operational Manual Request Form

The Fire and Rescue Departments of Northern Virginia is a regional coalition of fifteen (15)-member departments that, for fifty (50) years, have displayed an unprecedented level of cooperation in providing emergency services to the region's communities. To guide the delivery of services, the region leverages standardized response protocols and operational procedures that are unencumbered by the boundaries of the respective political subdivisions. These regionally agreed upon protocols, procedures, strategies, and tactics are codified within thirty (30) distinct *Fire and Rescue Departments of Northern Virginia Operational Manuals*.

This form may be used to request one or more of the *Fire and Rescue Departments of Northern Virginia Operational Manuals*. Below, the following information is required:

1. Name of the requesting agency.
2. The name of the manual(s) being requested.
3. A detailed discussion of the intent of the request. For example, what training, planning, or response gap is the requesting agency seeking to address, or capability built, through use of the manual(s).
4. A signature from the requesting agency's chief or civilian leadership.

Requests will be reviewed, and as appropriate, approved by the Northern Virginia Fire Chiefs Committee. Please allow at least four (4) weeks for the review process to occur.

Completed forms may be returned to [info@nvers.org](mailto:info@nvers.org). A staff member from the Northern Virginia Emergency Response System (NVERS) will confirm receipt and coordinate a review of the request. If the request is approved, an NVERS staff member will distribute a copy of the manual(s).

| Requesting Agency   |
|---------------------|
|                     |
| Requested Manual(s) |
|                     |

| Intent of Request |
|-------------------|
|                   |

The content contained with the *Fire and Rescue Departments of Northern Virginia Operational Manuals* is considered sensitive information and is for official use only (FOUO).<sup>1</sup> As such, upon receipt of a manual(s), the requesting agency agrees to the following provisions.

- 1. The requesting agency will treat the manual(s) as confidential. Unauthorized disclosure of the information contained in the manuals may cause damage or irreparable injury to fire and rescue department operations in Northern Virginia.
- 2. The requesting agency will not re-disseminate the manual(s) without written permission from the Northern Virginia Fire Chiefs Committee.
- 3. The requesting agency may only use the manual(s) as reference material and shall not recreate the documents in their entirety for the requesting agency’s own purpose.
- 4. The requesting agency may not use the manual(s) to develop materials, training packages, etc. for the purpose of making a profit.
- 5. The manual(s) is now and will remain the property of the Fire and Rescue Departments of Northern Virginia.

By signed below, the requesting agency acknowledges that they have read and agree to the terms listed above.

| Requesting Agency’s Chief or Civilian Leadership | Contact Information |
|--------------------------------------------------|---------------------|
|                                                  |                     |
| Signature                                        | Date                |
|                                                  |                     |

<sup>1</sup> Information which warrants a degree of protection and administrative control that meets the criteria for exemption from public disclosure under the Privacy Act, and state and federal Freedom of Information Acts.

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*For completion by the Northern Virginia Fire Chiefs Committee Chair.*

| Disposition of Request                                  |      |
|---------------------------------------------------------|------|
|                                                         |      |
| Northern Virginia Fire Chiefs Committee Chair Signature | Date |
|                                                         |      |