**Operational Guidelines**

**(Blue, Bold caps, 18 pitch, times new roman)**

**Operational Guidelines FormaT**

**(Black, Bold caps, 16 pitch, Times new roman)**

**Subheadings align to the left**

**(Blue, bold caps, 14 pitch, Times new roman)**

1. **Outline format will be used for operational guidelines (lettered headings may be bolded)**
   1. 12 pitch,

a. Black ink

1. First letter capitalized
2. 1., 2., 3., and a., b., c. lines not bolded in general
3. Space before and after 14,16 and 18 pitch headings.
4. Align longer sentences with body of text.
   1. Times New Roman
   2. Headers and footers will be 8 pitch, black, times new roman
5. **Additional pages**
   1. Second pages will look like the first
   2. EMS seal to be on all guidelines pages

**header and footer content**

**Header Content (Optional Subheading- black, bold, 12 pitch, Capital Case)**

1. **Identifying format** 
   1. Center of page list guideline section i.e. “Operational Guidelines”
   2. Center second line list subheading: Name of specific Guideline-1000
   3. Number used refers to table of contents.
2. **Bonner County EMS System**
   1. This is always listed lop left

**Footer Content**

1. **Format**
   1. BCEMS Medical Director signature line and effective date lower left
   2. draft or revision date lower middle
   3. page # of n (total pages) lower right
   4. signature line above all

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QA Identify here certain activities that will be subject to BCEMS QA activity.