

LOW RISK/HIGH FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 100.23

SUBJECT: NOTIFICATION OF FIRE CHIEF

APPROVAL: Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

PURPOSE

This guideline establishes a procedure for appropriate notification of the Fire Chief. In some cases the nature of the incident will require the notification of a number of personnel.

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this guideline.

PROCEDURE

- A. It is the policy of the fire department that the Fire Chief be notified (by Incident Commander or senior most Fire Department Officer as soon as practical) concerning any of the following incidents or situations:
1. Death of a firefighter.
 2. Any injury to a fire department member that requires medical treatment to the extent that it is necessary to consult a physician or medical facility.
 3. Death or injury to a civilian from an incident involving fire department personnel, apparatus or that the fire department responded to.
 4. Any structure fire or other major incident that will garner greater than normal public/media interest.
 5. MABAS activation by another department involving Hudson Fire Department
 6. Mutual aid response by Hudson Fire Department
 7. Any motor vehicle crash involving a piece of fire apparatus
 8. Any major power or communications failure affecting or potentially affecting the operations of the department.
 9. Any Bomb or Weapon of Mass Destruction threat.

B. Notification of the Mayor and/or City Administrator

1. The Fire Chief or designee shall immediately notify the Mayor and City Administrator of any of the following incidents:
 - a. Any incident that involves numbers 1-4 and 7-9 above. (For structure fires or other incidents where a press release is issued, the Mayor and City Administrator will be on the distribution list.)
 - b. Any incident that involves a city building or property.
 1. In addition to the notification of the Mayor and/or the City Administrator, the City Official directly responsible for the management of the particular property also needs to be notified.
 - c. Telephone contact with a message left for an unanswered call is the preferred method of contact.