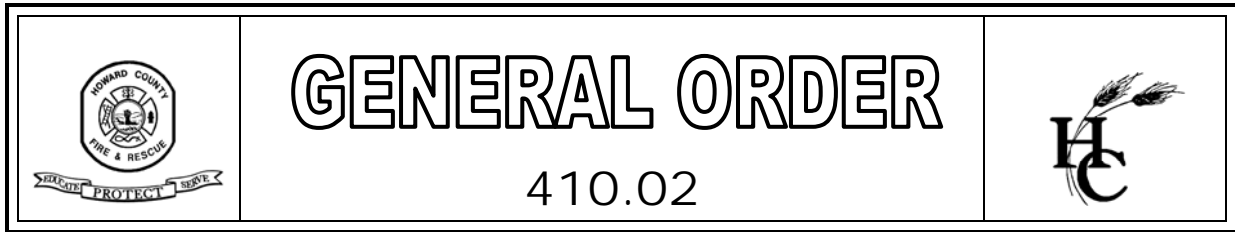


DEPARTMENT OF FIRE AND RESCUE SERVICES



Originating From	Issue Date	Revision Date	Attachments
Operations Cmd	01/01/94	11/20/95 02/07/11	n/a

SUBJECT: Staff Notification – Issues & Incidents

APPLICABILITY: All Personnel

POLICY

The Howard County Department of Fire and Rescue Services (HCDFRS) shall maintain a policy of management staff notification in order to maintain situational awareness for specific incidents and occurrences as outlined in the following procedures.

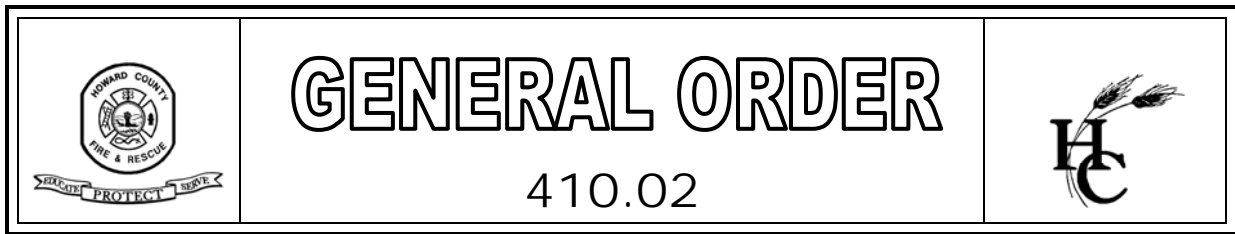
GENERAL

1. Communications shall utilize the Staff Notification Criteria Chart to assure proper management staff response to significant incidents and issues.
2. Response may require reporting to the scene of an incident, providing guidance to field personnel regarding resource allocation or deployment or personnel issues, monitoring remotely and/or briefing other agencies and government officials of developing situations.
3. Management staff in positions that may be required to respond to significant incidents and issues in any of these ways shall properly maintain the communication device(s) that provide for continuous receipt of significant incident notifications.

MANAGEMENT STAFF NOTIFICATION

4. The On-Duty Battalion Chief shall notify the Assistant Chief of Emergency Services or the On-Call Assistant Chief any time:
 - 4.1. There is a significant reduction in available resources that would impact the operations of the department; or
 - 4.2. There is a reduction below the minimum staffing that would impact the operations of the department.
5. Additionally, the On-Duty Battalion Chief or appropriate Volunteer Chief shall notify the Assistant Chief of Emergency Services or On-Call Assistant Chief:
 - 5.1. In the event of a criminal arrest of a DFRS member (career/volunteer);
 - 5.2. To recommend a substance abuse test for any DFRS member (career/volunteer);
 - 5.3. In the event of apparent damage, theft, or suspected theft of personal property or County property from any DFRS facility or unit;
 - 5.4. Of any incident with sensitive overtones which has the potential of becoming a controversy in the Department or the County Government; or
 - 5.5. In the event of death or serious injury of DFRS member (career, volunteer or non-uniformed), county employee or elected official; notification should also be made in the event of death or serious injury to a visitor on DFRS property.

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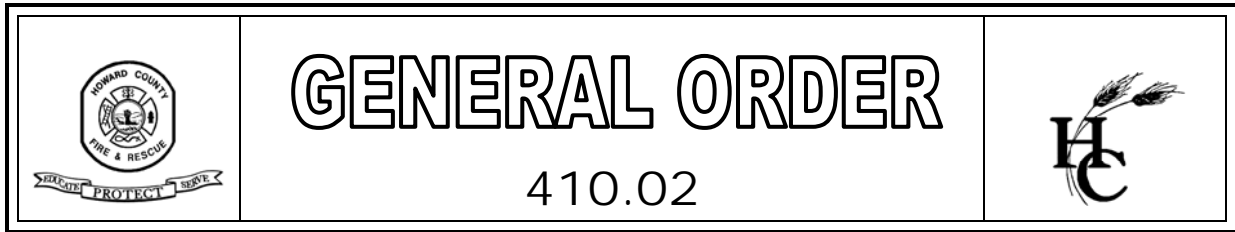


6. It shall be the responsibility of the Assistant Chief to immediately notify the appropriate Deputy Chief and/or Chief of Staff.
7. It shall be the responsibility of the Fire Chief or his/her designee to notify the Chief Administrative Officer in accordance with the guidelines established by County Policy.

INCIDENT NOTIFICATION

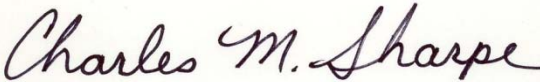
8. The On-Duty Battalion Chief or a designee shall provide a "Fire Incident Summary" for incidents meeting the following criteria:
 - 8.1. Unique, serious injury or fatality of a Howard County citizen, county employee or elected official;
 - 8.2. Working structure fire; or any fire with extensive response;
 - 8.3. Vehicle, machine or industrial accidents or rescues with serious injuries, Priority 1's or accidents that cause major and/or extended traffic shutdowns;
 - 8.4. Incidents that strain DFRS resources, such as Hi-Rise or Mass Casualty;
 - 8.5. Incidents at a Howard County owned or operated facility and other prominent places in the community (i.e. hotels, big businesses, churches);
 - 8.6. Incidents requiring the evacuation of citizens;
 - 8.7. Incidents in which a group of people (i.e. family) are displaced from their living situation;
 - 8.8. Incidents or alerts that come as a result of or develop during extreme weather scenarios (i.e. blue alerts, an escalation of accidents due to snowy road conditions, a fire that escalates due to high winds);
 - 8.9. Extended gas power outages or power outages regarding relocation;
 - 8.10. HCGH Mini-Disasters and significant mutual aide calls where we provide assistance (i.e. Baltimore City 5-alarm fire; AACO 2 day hazmat cleanup);
 - 8.11. Success stories, unique incidents, heroic acts (i.e. cardiac saves, baby deliveries);
 - 8.12. Any incident likely to arouse an unusual level of public attention; and
 - 8.13. Any incident that has been reported via HC1 Alert.
9. As often as possible, the summary should be sent before clearing the scene of the incident, once active response has subsided or as soon as operationally possible.
10. The summary shall be sent by email to the Fire Incident Summary group and should include the following information, as appropriate:
 - 10.1. Location/Address/Community; Nature of Incident
 - 10.2. Time (dispatched, responded to scene, or escalation in response);
 - 10.3. Patient condition (gender, age range) and transport information;
 - 10.4. Direct cell phone number of the individual sending the summary
11. If known, the summary should also include:
 - 11.1. 1st unit on scene, number of personnel/units, mutual aid support/additional resources

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- 11.2. Property damage estimate and posting or closing information;
 - 11.3. Relocation or evacuation details; Red Cross or other agencies contacted; and
 - 11.4. Any other relevant details.
12. During extended incidents provide a status update as to give some sense of whether more information is forthcoming; this is the final incident summary or when units clear the scene.

Approved:



Charles M. Sharpe
Deputy Chief, Operations Command

Updated: Feb 2011