1.12 Notifications

City of Oak Point
Department of Public Safety
Fire Department

TITLE: Notifications
SECTION/TOPIC: General Administration
NUMBER: 1.12
ISSUE DATE: 01.21.2015

APPROVED BY:

Michael Shackleford
Director DPS

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 PURPOSE

The purpose of this policy is to establish consistent guidelines for notification of OPDPS Command Staff and City of Oak Point Executive Staff. The intent of this guideline is to ensure that key staff members are made aware of incidents occurring within the City of Oak Point and surrounding response district. All firefighter are to follow the established chain of command.

2.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

3.0 POLICY/GUIDELINES & INFORMATION

POLICY
a) The Director will be notified of any incident of consequence involving Oak Point DPS Fire Department members. This includes incidents occurring within and/or outside the fire district of the Department. These incidents would include but are not limited to:
   1. Any major incident that creates a potential media event
   2. Any incident where a death has occurred
   3. Any incident involving a helicopter transport
   4. Any significant fire event
   5. Any incident involving mutual or automatic aid fire companies
   6. Any incident that the officer in charge feels that the Director should be aware of.
b) It is the responsibility of the Officer in charge or IC responsible for the incident to notify the Director. Notifications may be made utilizing cellular phone or DCSO Dispatch. This should occur either at the earliest possible time during the event or immediately afterwards.

c.) Any time a member is late coming on to shift by more than 10 minutes notification to the director will be made. Notification will be made in an email by the F/T fire fighter who is being relieved when the oncoming fire fighter is more than 10 minutes late. The late fire fighter will also send an email to the Director after they arrive advising the time they arrived and why they were late.