

HAMILTON FIRE DEPARTMENT STANDARD OPERATING GUIDE

PROCEDURE:	ADMINISTRATIVE	POLICY A-2
TITLE:	Notifications	

PURPOSE: The purpose of this guide is to establish a list of certain situations where specific notifications are required.

REQUIRED NOTIFICATIONS: The Fire Chief shall be notified as soon as possible if any of the following situations occur:

- Corrective or disciplinary action is taken against any firefighter
- Any type of fire investigation
- Any notifications to codes enforcement officials
- Structure fire with major structural damage or occupant displacement within the fire district
- Equipment damage –estimated to be greater than \$250
- Motor vehicle crash involving any department owned vehicle or POVs while responding to and from an alarm
- Any firefighter illness or injury occurring while on duty

The Mayor and Fire Dept Commissioner shall be notified by the Fire Chief or designee if any of the following occur:

- Structure fire with major structural damage or occupant displacement within the fire district
- Any firefighter illness or injury requiring transport to a hospital ED.

APPROVED BY:	Ross Hoham	EFFECTIVE DATE:	2/13/07
TITLE:	Fire Chief	LAST REVISION:	2/25/08