

<i>BODEGA BAY FIRE PROTECTION DISTRICT</i>		
STANDARD OPERATING GUIDELINES	Article:	SOG 1-44
	References:	
	Subject:	<i>Chief Officer Notification</i>

CITIZEN DEATH

When a member of the general public is killed or lost, the on-duty Captain shall notify the Chief or Duty Chief as soon as possible. Notification shall be made by phone or digital pager within a reasonable amount of time from the incident. It is not, however, a priority of the incident.

Chief Officer notification shall be made when:

1. A victim is killed in an automobile related accident within the District.
2. A victim is killed in a fire related incident within the District.
3. A victim is killed during any technical rescue operation within the District.
4. A victim is missing or lost on land or sea within the District.
5. Any multiple fatal incidents.
6. Any situation, in which, the District may have a litigation issue.
7. Any situation, in which, the on-duty Captain feels appropriate.

The purpose of this notification is to allow the Chief Officer to mitigate/handle any Administrative, Operational, Support, Public Relations or Media needs concerning the incident. Even if none of the above situations need to be mitigated, Chief Officer notification is still mandatory.

Exception: No notification is required for a medical related (non-traumatic) death.

FIRE/RESCUE RELATED INCIDENT:

The duty Chief or a Chief Officer shall be notified by District pager, Digital Pager or Phone of any fire related incident involving the following:

1. Any working structure fire.
2. Any working wildland fire.
3. Any multi-victim/MCI incidents, 5+ victims.
4. Any active technical rescue operation.
5. Any active high risk hazardous material or environmental incident.
6. Any situation, in which, the District may have a litigation issue.
7. Any situation, in which, the on-duty Captain feels appropriate.

VEHICLE/PERSONNEL RELATED ISSUES:

The duty Chief or Chief Officer shall be notified by digital pager or phone to any of the following:

1. An employee fails to show up for work as scheduled.
2. An employee who is injured/killed while on duty enroute, to, or from, duty.
3. An employee calls in to report a request for sick, jury, bereavement, other leave.
4. Any vehicle/property damage due to an accident.

Date: March 20, 2018	Approved: Chief: Board: <i>[Signature]</i>	Page 1 of 2
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	References:	
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5. Any mechanical problems with first response equipment/vehicles.
6. Any situation, in which, the District may have a litigation issue.
7. Any situation, in which, the on-duty Captain feels appropriate.

The duty Chief or Chief Officer, may, or may not, respond to the scene of any above listed emergencies at their discretion.

Date: March 20, 2018	Approved: Chief: Board: 	Page 2 of 2
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