



# Carroll County Fire/EMS Department

## Policy and Procedures

<b>Standard Operating Procedure: 1.04</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: CCDFEMS Staff Notification</b>	<b>Section: Administration</b>
<b>Authorized: Chief Michael Robinson</b>	<b>Revision Date: N/A</b>

### I. PURPOSE

The Carroll County Department of Fire and EMS (DFEMS) shall maintain a policy of management staff notifications in order to maintain situational awareness for specific incidents and occurrences as outlined in the following procedures.

### II. DEFINITIONS

**DFEMS Command Staff:** Command staff shall include the Fire EMS Chief of Fire and EMS along with the Training, Health & Safety Officer and the EMS Officer.

**DFEMS:** Includes all Carroll County Department of Fire and EMS Employees (CCDFEMS) and all Fire Companies associated with Carroll County Volunteer Emergency Services Association (CCVESA) to include volunteers and employees.

### III. POLICY

#### A. General

1. Response may require reporting to the scene of an incident, providing guidance to field personnel regarding resources allocation or deployment or personnel issues, monitoring remotely, and /or briefing other agencies and government officials of developing situations.
2. Command Staff may be required to respond to significant incidents and issues in any way shall maintain proper communication devices that provide for continuous receipt of significant incident notifications.

B. Command Staff Notifications

1. The On-Duty Shift Commander shall notify the on-call DFEMS Command Staff any time the following arises.
  - a. A significant reduction in available resources that would impact the operations of the department.
  - b. A reduction below the minimum staffing that would significantly impact the operations of the department.
2. The On-Duty Shift Commander or Volunteer Fire Chief shall notify the On-Call DFEMS Command Staff any time the following arises
  - a. Criminal arrest of any DFEMS Member
  - b. To recommend a substance abuse test (reasonable suspicion) of any DFEMS Member
  - c. In the event of an apparent damage, theft, or suspected theft of personal property or County property from any DFEMS facility.
  - d. Of any incident with sensitive overtones which has potential of becoming a controversy in the Department or County Government.
  - e. In the event of death or serious injury of any DFEMS member or visitor on any DFEMS property.
  - f. On Call DFEMS Command staff shall verify that the Fire EMS Chief of DFEMS has been notified.
  - g. The Fire EMS Chief or Designee shall notify the administrative office in accordance with county policy.

C. Incident Notifications

1. The On-Duty Shift Commander or designee shall provide a “Incident Summary” to the DFEMS Command Staff meeting the following criteria:
  - a. Injury or Fatality of DFEMS member
  - b. Accident involving DFEMS vehicle
  - c. Working structure fire or any working fire with extensive response.
  - d. Vehicle, machine or industrial accidents or rescues with a fatality or serious injury, or accidents that cause major or extended traffic shutdowns.
  - e. Incidents that strain the resources in Carroll County
  - f. Incidents that occur on county property or other prominent places within Carroll County
  - g. Incidents that require evacuation of citizens
  - h. Significant mutual aid calls that will have a long duration

- i. Incidents when CHC is placed on Mini Disaster or any incident that will affect our units transporting to CHC
  - j. Success stories, unique incidents, heroic acts etc.
  - k. Incidents where Emergency Management has been notified to respond
2. These notifications shall be made as soon and as often as necessary to keep DFEMS Command Staff notified
3. Notifications shall include:
- a. Location of incident
  - b. Nature of Incident
  - c. Patient condition (if any)
  - d. Direct contact of the person sending notification

#### IV. RECISION

This Standard Operating Procedure rescinds all directives regarding CCDFEMS Staff Notification or similar content previously issued for personnel of the Department of Carroll County Fire & EMS.