

	<b>EXECUTIVE STAFF NOTIFICATION</b> <b>AUTHORED BY:</b> Greg Gilbert <b>APPROVED BY:</b> <i>Mark Miller</i>	<b>2012RevB</b> <b>EFFECTIVE DATE:</b> 2/1/2012 <b>REVISION DATE:</b> 5/1/2020
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## Procedure:

This guideline is intended to standardize when to notify the executive staff of significant events that affect Loveland Fire Rescue Authority and/or the City of Loveland. When required, the notification shall be made through the Executive Staff Page and Active 911 or through phone calls.

The battalion chief, acting battalion chief or designee will make the notification in a timely manner and regardless of the time of day. Normally, notification will be made immediately after facts and circumstances become known to the battalion chief or acting battalion chief. In the case of injuries to employees, the immediate medical needs of the employee will take precedence over the executive staff notification.

Notifications shall be made in the following situations:

- Resources that are on an assignment out-of-district
- Multiple fatality incident
- Fire fatality (civilian)
- Significant injury to a member of LFRA requiring transport by ambulance and/or hospital admit
- Line-of-duty death
- Political and/or media sensitive incident or situation
- LFRA vehicle involved in an motor vehicle accident involving another vehicle or that places the LFRA vehicle out-of-service
- Significant personnel issue
- Significant emergency involving family member

## Definitions

- **Executive Staff** is defined as the fire chief, division chief of Operations, division chief of Community Safety, Training battalion chief, administrative director and Human Resources manager
- **Significant personnel issue** includes arrest (regardless of crime), harassment or violence in the workplace

## Revision History

- No revision history.

## References:

- Fire Administration Consultation and Notification, Largo Fire Rescue Standard Operating Procedure. SOP 209 (May 2015).
- Notification of Command Staff, Wheeling Fire Department. 100-03 (December 2007).