



**GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**



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SOG NUMBER: FDO-109

ISSUED DATE: 11-15-11

EFFECTIVE DATE: 11-15-11

REVISION #: 1

REVISED DATE: 01-11-16

EFFECTIVE DATE: 01-11-16

CATEGORY: EMERGENCY OPERATIONS - GENERAL

SUB-CATEGORY: DEPARTMENT DIRECTIVE

SUBJECT: ADMINISTRATIVE NOTIFICATIONS

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Section I – Introduction

A. Objective

To identify certain incidents in which the Department's Duty Officer, Assistant Chief and Fire Chief shall be immediately notified by the Department's Dispatch Center.

B. Applicability

Fire Alarm Dispatchers shall promptly notify the Duty Officer, Assistant Chief and Chief of the Department for any of the circumstances detailed in this guideline.

C. References

Town of Manchester Fire-Rescue-EMS – General Operating Guideline

Section II – General

Notifications shall generally be made via Fire Department radio, cell phone or home phone.

Specific request by an Officer for a single resource (FMO to scene for non-working incident)


"Heads-up" type notifications can be made via email (very minor Department vehicle accident against Fire Department property or "Injury" notification of non Fire Department non-active town employee")

The table on the following page defines notifications to be made.

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<u>TYPE OF INCIDENT</u>	<u>CALL BY</u>	<u>CALL TO</u>
Any working structure fire	DISPATCH	CHIEF & ASSISTANT CHIEF
Any <u>declared</u> Mass-Casualty incident	DISPATCH	CHIEF & ASSISTANT CHIEF
Any <u>declared</u> Significant Haz-Mat Event	DISPATCH	CHIEF & ASSISTANT CHIEF
MUTUAL-AID TO SCENE	DISPATCH	CHIEF & ASSISTANT CHIEF
MUTUAL-AID TO STATION	DISPATCH	CHIEF & ASSISTANT CHIEF
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<u>MVA; INVOLVING DEPARTMENT UNITS</u>	OFFICER	CHIEF & ASSISTANT CHIEF
<u>MVA; ANY FATALITY</u>	OFFICER	CHIEF, ASSISTANT CHIEF & TOWN MANAGER
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WEATHER ALERT/EXPERIENCE	OFFICER	DUTY OFFICER
EXTRAORDINARY POLICE OPERATIONS	OFFICER	DUTY OFFICER
SERIOUS INJURY/DEATH TO: DEPT MEMBER/FAMILY OR V.I.P.	OFFICER	CHIEF, ASSISTANT CHIEF & TOWN MANAGER
INCIDENTS OF EXTENDED DURATION; NOT A WORKING INCIDENT	OFFICER	CHIEF & ASSISTANT CHIEF
<u>INCIDENTS OF MEDIA INTEREST</u>	OFFICER	CHIEF, ASSISTANT CHIEF & TOWN MANAGER

Section II - Approval

Fire Chief 

Date of Approval: 1/11/16