



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

Policy #7



NOTIFICATION OF CHIEF OFFICERS

EFFECTIVE

01/APR/90

REVISED

26/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to advise all personnel when to notify the Fire Chief or Deputy Fire Chief based on the nature and severity of an incident.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 The Officer in charge of the scene is responsible for notifying the Deputy Fire Chief (or Fire Chief if the Deputy Fire Chief cannot be reached) of any incident which falls into any of the below-specified categories. Such notification shall occur as soon as possible during the incident mitigation, if appropriate – otherwise, notification is to be made as soon as possible after return to service. Notification may be made directly by the Officer, relayed through personnel located at one of the fire stations, or by direction to the dispatchers to make the notification. For working fires, the dispatcher is to be reminded to notify the Deputy Fire Chief and off duty Battalion Chiefs by activating the “Working Fire” page.
- 3.2 The categories requiring such notification are:
- 3.2.1 A Highland Park Fire Department vehicle or personnel are committed at an incident in another jurisdiction.
 - 3.2.2 An accident involving a Highland Park Fire Department vehicle.
 - 3.2.3 An incident (either to a person or property) involving a City of Highland Park employee or elected official, or a member of their family.
 - 3.2.4 An unexpected death or serious injury/illness of a juvenile.
 - 3.2.5 A serious or fatal accident.
 - 3.2.6 An incident which causes multiple Highland Park Fire Department vehicles to be committed on scene for an extended period of time.
 - 3.2.7 A death that is of a public or unusual nature (drowning, hanging, accident, gunshot, assault, etc.).
 - 3.2.8 An incident of unusual nature, especially one that is particularly susceptible to public scrutiny.
 - 3.2.9 An incident where there is media involvement.
 - 3.2.10 When a Highland Park Fire Department Chief Officer is due on a box alarm to another jurisdiction.
- 3.3 Notification of these personnel can be made by Text message, via phone or Email. If the officer or officers do not acknowledged the notification, additional notification shall be attempted every 10 minutes.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief