



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 1.3 Administrative Notification



ADMINISTRATIVE NOTIFICATION

Effective: March 16, 2018
Scheduled Review: March 16, 2020
Replaces: 301 Administrative Notification
Approved: Fire Chief Mike Kennedy

I. PURPOSE

This procedure outlines the notification of administrative personnel of significant incidents.

II. POLICY

Central Fire Dispatch will notify administrative personnel in accordance with this procedure or when requested by any fire officer or the Incident Commander. This replaces any previous notification policy and replaces a separate notification of the training officer.

III. PROCEDURE

Central Fire Dispatch (or done automatically via CAD) shall send a message to the administrative personnel Everbridge group “Ann Arbor FD Administration – Incident Notification” as soon as feasible when there is an incident that is complex, unusual, or is likely to draw media interest.

If ever in doubt, Central Fire Dispatch shall send a message, or a fire officer or the Incident Commander shall request a message be sent. Over notification is preferred.

It will be at the discretion of administrative officers whether or not they respond.

Examples of notification incidents include but are not limited below to:

- Active shooter / assailant
- Airplane crash
- All on-duty AAFD apparatus are committed
- Any AAFD apparatus responds on a mutual aid incident (excluding automatic aid on the freeways)
- Any response of the Washtenaw County HazMat Team or Technical Rescue Team into the City of Ann Arbor
- Anytime the Incident Commander requests
- Confirmed entrapment of a patient: vehicle, machinery, building
- Confirmed structure fire or vehicle fire in a parking garage
- Crash of a AAFD apparatus where the vehicle is not drivable
- Incident requiring the evacuation of any school building, hospital, apartment complex, high-rise, business, commercial, or university occupancy
- Injury requiring ambulance transport of AAFD personnel
- Mass casualty incident
- Train derailment (passenger or freight)