



# PROCEDURES MANUAL

**SUBJECT:** Structure Fire Operations – Notifications

**NUMBER:**

203.01.13

**APPROVED:**

*RW*

FIRE CHIEF

**TYPE:** Structure Fire Operations

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## 203.01.13 Structure Fire Operations - Notifications

### A. Purpose

To establish a procedure for when to notify the Building Department, Health Department and the Utility Company.

### B. Health Department

1. The Health Department will be notified if a fire occurs in one of the following establishments:
  - a. Food Processing Plants
  - b. Day Care Centers
  - c. Groceries, Meat Markets, and other food establishments
  - d. Food Warehouses
  - e. Restaurants
  - f. Bars
  - g. Marinas
  - h. Homes for Adjustment (Halfway Houses)
    - i. Nursing Homes
    - ii. Schools
2. Dispatch should be told by radio that the fire is in an establishment regulated by the Health Department
  - a. Dispatch will notify the Health Department of the same, giving as much information as possible regarding the fire and its impact on the food serving/selling capabilities of the establishment.
  - b. It is the responsibility of the Health Department representative to decide if he/she will respond to the scene or follow up the next working day, if the fire occurs after regular business hours.
  - c. The Fire Alarm Office has twenty-four (24) hour call up numbers for Health Department representatives.
  - d. It is not necessary to remain on the scene once notification has been made to the Fire Alarm Office. The Health Department representative may call you by telephone at the scene or upon return to quarters for details of the fire, if necessary.

- C. The Incident Commander shall have Dispatch notify the Building Department of all “working fires.” The amount of damage to the building will determine if this is just a notification or if the Building Department needs to respond to the scene.
- D. Utility Company - Electric or Gas Service
  - 1. Whenever a major fire occurs (that involves structural damage) in a dwelling or occupancy, Command will request the Electric and Gas Service Company to respond to secure utilities.
  - 2. Electric Service may be requested to disconnect power from the street service in severe situations.