

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 603

Emergency Notification of County Officials

Effective Date: September 1, 2009 Page 1 of 2

Revision Date: February 2, 2018 Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

Approved By: Tom Marable, President VFRA



PURPOSE

To identify an effective chain of command and establish a line of communication through which local government officials, both County Administration and the Board of Supervisors is notified of significant events affecting public safety.

SCOPE

This procedure applies to all personnel within the Fauquier County Department of Fire, Rescue and Emergency Management and the Fauquier County Volunteer Fire and Rescue Association and its associated departments.

I. PREFACE

The Chief of The Department of Fire Rescue and Emergency Management (DFREM) or his designee will ensure that county administration is notified and kept informed of such emergency events. There will be an initial notification of the event and subsequent updates as deemed necessary by the DFREM Chief or as directed by county administration per each event. The initial notification will be followed by an update with specific information about the event as soon as it is available. Such notifications, however, will not take place at the expense of delaying emergency operations during an unstable event.

In the case of devastation or sensitive political issues, the county administration is charged with notifying the appropriate member of the Board of Supervisors with information provided by the DFREM Chief. In other matters of lesser magnitude or as directed by county administration, the DFREM Chief shall notify the appropriate member of the Board of Supervisors by E-Mail.

II. DEFINITIONS

- A. Priority One Event: An event requiring the activation of the county's emergency response plan through which a "local emergency declaration" is requested by the DFREM Chief or loss of life to a county employee or volunteer fire/rescue member.

Desire to Serve

Ability to Perform

Courage to Act

Emergency Notification of County Officials		No. 603
Effective Date: September 1, 2009	Revision Date: February 2, 2018	Page 2 of 2

- B. Priority Two Event: An event which may have political implications or involve serious injury to a county employee or fire/rescue volunteer or significant loss of life to a citizen or citizens.

- C. Priority Three Event: An event involving a major property loss, exemplary performance, or minor motor vehicle accidents involving fire and rescue apparatus without personal injury.

III. NOTIFICATION

- A. Fauquier County Administration and the Board of Supervisors (BOS) will be notified according to the following sequence:
 - 1. Priority One: Notify County Administrator or the Acting County Administrator County Administration notifies Chairman, BOS, or Vice Chairman County Administration notifies Vice Chairman and other Officers upon direction from Chairman Deputy County Administrator or Assistant County Administrator notifies staff as directed by County Administrator.

 - 2. Priority Two: Notify Assistant County Administrator or Deputy County Administrator in his/her absence Assistant County Administrator/Deputy County Administrator notifies County Administrator and Chairman, BOS. Assistant County Administrator notifies Supervisor in whose district the incident occurred or directs DFREM Chief to make the notification.

 - 3. Priority Three: Notify Assistant County Administrator or Deputy County Administrator Assistant County Administrator/Deputy County Administrator notifies County Administrator Department of Fire Rescue and Emergency Management Chief notifies Chairman, BOS, and the district's member of the Board of Supervisors via E-Mail or fax. This notification will occur up to the evening hours or the next day.