

## PURPOSE

When a *significant event* occurs within the City of Peoria, it is important that notifications be made to key Administration and Council officials.

## POLICY

A significant event is defined as any occurrence that may be of interest or raise questions by the citizens within each council district. Examples include:

- Response (Fire, HazMat) that displaces a family from their home or business from their commercial occupancy
- Fire injury or fatality to a Peoria citizen
- Line-of-duty injury or death of a firefighter
- Wildland or special operation deployment
- Drowning or *near* drowning
- Discretionary: response or event that could make the news

Generally, notifications should be made during normal business hours. However, in the case of a serious fire injury, fatality, or substantial loss of property, immediate contact is expected at any hour of the day. Once a Battalion Chief has been apprised of the situation, he/she must pass the information on to the Deputy Chief of Operations. If unavailable, attempts should progressively ascend the following chain until contact is made:

Deputy Chief of Operations ► Deputy Chief of Support Services ► Fire Chief ►  
Deputy City Manager over Public Safety

The police department is responsible for all fatality notifications when they occur on Peoria city streets and the fire department for are accountable for the same when these occur on freeways within our jurisdiction.

A template, found on the fire department intranet page under Operations/Forms, should be used to document all notifications, and forwarded before the end of each shift to each of the Deputy Chiefs and the Fire Chief.

It is critical that the Health Insurance Portability Act (HIPAA) be honored when making notifications. Answers to your HIPAA questions can be found at [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa).

Approved: \_\_\_\_\_

  
Robert McKibben, Fire Chief

7/5/07

Date