

CAL FIRE Butte Unit
Policies and Procedures



Approved By: _____

Darren Read
Darren Read, Unit Chief

Approval Date: **September 1, 2017**

Subject: **1000 Personal Procedures**
Specific Subject: **1000.004 Employee Notification**

Original Policy Date: **June 2017**
Revision Date: **N/A**

POLICY:

The purpose of this policy is to set forth the emergency notification policy for CAL Fire/Butte County Fire employees in the event of a probable or imminent county-wide emergency or disaster.

Mass notification systems allow large numbers of people to be contacted simultaneously via multiple methods including radio transmission, land-line phones, cell phones, text messages, and email.

The Duty Chief will have the primary responsibility for the dissemination of emergency information regarding imminent emergency incidents and.

Non-emergency communications will be facilitated by designated personnel under the direction of the Duty Chief. All public safety non-emergency communications will be directed and facilitated by designated PIO in consultation with the Duty Chief.

The ability to contact employees is dependent on employees providing accurate and current contact information to the Unit. It is the responsibility of each employee to insure their information is updated via the CAL FIRE-31 form. Employee data will be maintained by the Admin Office.

PROCEDURE:

1. The ECC will page stations and volunteer companies to prompt personnel to check for a CAD page delineating the emergency. Additionally, the ISE scheduling program may be used to alert employees.
2. Chief Officers will be alerted via radio pagers along with a CAD page of a county wide emergency or disaster simultaneously with on/off duty personnel, with additional instructions and/or a reporting location if a need is determined.
3. The Duty Chief shall also notify local cooperators, political figures and NOPS Duty Chief as appropriate. The Duty Chief shall make a unit wide e-mail notification as time allows.