



## **FIRE / SAFETY EVENTS**

### **Directive 13 - 113**

Date Issued: March 2015    Amends/Cancel: 3-105 July 2013

---

#### **I. PURPOSE**

The purpose of this Directive is to ensure proper notification relating to Fire/Safety events.

#### **II. DEFINITION**

Fire/Safety Events

This list is not intended to be all inclusive, any event that has the potential to disrupt the daily operation of a DGS managed facility or any event that may get media attention should be reported. Examples of Fire/Safety events include:

1. all fire/smoke detector alarms,
2. any elevator malfunction requiring the elevator being placed out of service,
3. anytime someone is trapped in the elevator, and
4. any maintenance event requiring immediate attention such as; broken water pipes, power outages, broken windows or damage to doors, not allowing them to secure properly.
5. incidents which are life threatening,
6. incidents requiring a response from FOM, allied law enforcement, the fire department, a contractor, or

#### **III. POLICY**

All shift supervisors will be responsible for proper notification during Fire/Safety events and responding to the scene to oversee DGS-MCP response and coordination with outside resources.

#### **IV. PROCEDURES**

- A. Detachment Commanders will be responsible for maintaining a comprehensive and contemporary emergency contact list. This list will be located in the Police Communication Center as well as distributed to all supervisors.
- B. Any time DGS-MCP receives a call for service involving a potential fire/safety hazard, the shift supervisor will notify the following:
  1. Detachment Commander or Assistant Commanders,

2. Complex Superintendents or Assistant Superintendents,
3. Complex Fire and Safety Officer(s).