

**Notification procedure:**

**The Chief of Fire Services or the Chief's designee shall be notified anytime the following situations occur:**

1. First alarm assignment has been requested by the OIC to respond
2. Fire fighter death
3. Fire fighter injury requiring hospitalization
4. Civilian death
5. Hazardous materials incidents, in which Berks County EMA was notified and responding
6. Damage to any fire department vehicle resulting in being out-of-service for extended period of time. (8 hrs or >)

The Officer in Charge should ensure that the Chief of Fire Services or Fire Chief's designee is notified. Should the Chief of Fire Services be unavailable the District Fire Chief will assume the responsibilities of the Chief of Fire Services.