

	<i>FIRE RESCUE</i> ALBEMARLE COUNTY STANDARD ADMINISTRATIVE POLICY	
	Subject:	Fire Marshal Notification
	Reference Number:	SAP-DEP-038
	Effective Date:	23 February 2012
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

To provide guidance to career and volunteer personnel on when and how to request the services of an Albemarle County Fire Marshal Office Investigator/On Call Representative.

Scope:

This policy applies to all active career and volunteer personnel. ACFRAB approval 2 December 2010.

Background:

Section 6 -100 of the Albemarle County Code establishes the Office of the Fire Marshal and provides for the appointment of the Fire Marshal and Assistants. It also grants the authority and powers provided for in Virginia Code Section 27-34.2:1. This policy is established to ensure a procedure to fulfill those duties outlined in these codes and statutes.

Definitions:

CBRNE : Chemical, Biological, Radiological, Nuclear, Explosive (includes unknown powder calls etc)

ECC: Albemarle-Charlottesville-UVA Emergency Communication Center (911-dispatch)

Environmental Crimes: Any illegal or intentional release of hazardous materials (oil dumping etc) or illegal storage of solid or hazardous waste.

Explosive Incident: Any incident involving potentially explosive materials, their components and any associated devices.

Hazardous Material Incident: Incident involving the release or potential release of materials defined as hazardous to people, property and the environment.

Incident Commander/Officer in Charge: lead fire/EMS service person on scene. The person in charge of the incident (this could be the senior fire/EMS person on scene).

On-call Fire Marshal Office Representative: The Albemarle County Fire Marshal Office Personnel assigned the duty for that time period.

VIN: Vehicle Identification Number

WMD: Weapons of Mass Destruction

Policy:**I. Requesting On-Call Fire Marshal Office Representative/Investigator****A. The On-call Fire Marshal Office Representative/Investigator shall be notified of:**

1. Any situation where the incident commander cannot confidently determine the cause and origin of the incident or has concerns about the incident and would like to consult with the on-call Fire Marshal Office representative/Investigator.
2. Any intentionally set (incendiary) fire, hazardous material incident, environmental crime or explosive incident (including WMD and CBRNE) , resulting in fatality, injury, loss of or damage to property, regardless of size or amount of damage. This will also include any crime associated with the use of fire (ex. Vandalism-mailboxes, signs, fires to cover up a crime etc).
3. Any fire incident, hazardous material incident, environmental crime or explosive incident (including WMD and CBRNE) where the cause and origin/responsible party is unknown or suspects, witnesses or evidence critical to resolving the incident is available.
4. Any fire incident, hazardous material incident, environmental crime or explosive incident (including WMD and CBRNE) involving government facilities (Federal, State or Local).
5. Any fire incident, hazardous material incident, environmental crime or explosive incident (including WMD and CBRNE) involving persons or property that may create significant media interest (ex: government officials, celebrities, places of historic importance, etc).
6. Any fire incident, hazardous material incident, environmental crime or explosive incident (including WMD and CBRNE) where the loss exceeds \$25,000.
7. Vehicle fires involving suspicious circumstances or loss exceeding \$25000:
 - i. Abandoned vehicles, missing license plates or VIN, time of day and unusual location
 - ii. Recent history of costly repairs or excessive loan amounts.
 - iii. Fires in vehicles being operated at the time of the incident are most likely accidental.
8. Incidents involving juvenile suspects regardless of the amount of damage.
9. Any injuries, firefighter or civilian, resulting from direct flame contact, fireworks, or an assault (burn purposely inflicted by another person) that requires EMS intervention or transport.
10. Any release of hazardous materials exceeding 25 gallons, any amount in a waterway or any amount requiring the services of a Hazardous Materials clean up contractor shall require direct contact (phone, radio or face to face) with the On Call Fire Marshal Office Representative/Investigator. Any release not meeting the criteria requiring direct contact shall still require at a minimum, an e-mail to the Fire Marshal Office reporting the release.
11. Found explosive, incendiary, WMD or CBRNE devices shall require immediate notification and response of the On Call Fire Marshal Office Representative/Investigator.
12. Fire suppression and alarm systems out of service. In these instances a "fire watch" is often required. The authority to require this is vested in the Office of the Fire Marshal.
13. Fire code violations and unresolved fire code questions, especially if the property representative is unresponsive to the issue or causing a problem.

- B. Notification of the On-call Fire Marshal Office Representative/Investigator from the incident scene is not required in the following situations, but these events will still require follow up communication (ie: e-mail, FireRMS report):**
1. Brush fires, dumpster fires, trash or debris fires, controlled burns (attended or unattended) that have no suspects, witnesses or established pattern.
 2. Minor burns with no medical treatment needed or burns from contact not directly associated with a fire incident, hazardous material incident, environmental crime or explosive incident, including WMD and CBRNE (ex. Scalding water, contact with hot exhaust, electrocution).
 3. Traffic accidents involving a fatality and fire if the cause of death was most likely due to trauma sustained during the collision rather than the fire. Consult with the police officers on the scene about the need for a Fire Marshal Representative/Investigator.
- C. Procedure:**
1. Notify ECC (A TeleStaff roster of the On-Call Fire Marshal Representative/Investigator is maintained at ECC daily) or contact the On-Call Fire Marshal Representative/Investigator directly.
 2. ECC will activate the notification process if direct contact was not made.
 3. The On-Call Fire Marshal Representative/Investigator will make contact with ECC and/or the incident commander to discuss the situation. There are times when all is needed is notification and no response by the On-Call Fire Marshal Representative/Investigator is necessary. This will be determined after the On-Call Fire Marshal Office Representative/Investigator and incident commander discuss the situation and reach an agreement on the course of action.
 4. If the On-Call Fire Marshal Office Representative/Investigator responds to the scene, the incident commander or their designee (first due company, other fire officer or other fire service personnel only) shall remain on the scene until the On-Call Fire Marshal Representative/Investigator arrives. This is necessary to ensure legal access to the scene and evidence/scene chain of custody.
 5. If the On-Call Fire Marshal Office Representative/Investigator responds to investigate the incident, the officer in charge (or designee) shall show the cause and origin as undetermined in RMS. The On-Call Fire Marshal Representative/Investigator will ensure the proper codes are recorded for cause and origin. This is to ensure accuracy and consistency when reporting to VFIRs and NFIRS.