

Washington Township Fire Department Standard Operating Procedure

Division 700: Fire Prevention, Life Safety and Education

Section 701: Fire and Life Safety Inspection

Subject 701.10: Notification of Street Construction, Installation and Detours



Supersedes :

Approved By:

Date: September 17, 2007 Date Last Reviewed:

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PURPOSE:

It is essential that Department members know about changes in street traffic that may impact service delivery. This policy describes the process for notifying members of non-emergency and emergency conditions created by new street installations, construction, and periodic detours and re-routings.

RESPONSIBILITY:

Members have the responsibility to provide and use current and accurate street data. Members are to report any incorrect or more current information as they may receive that data. Members are required to familiarize themselves with and practice the provisions of this policy.

PROCEDURES:

Periodically, as a result of plans review, zoning procedures or construction, it becomes apparent that a new street installation, revision to an existing street, or a waterline/sewer construction is to occur.

Street improvements or construction may require a Department-wide broadcast. The impact of such activity is to be made known to all personnel in a timely and appropriate manner. Take the following steps to assure that the location, name, and/or impact of the revision are incorporated into Department data systems and records:

NON-EMERGENCY NOTIFICATION

- The person who initially receives the information about a street closing or installation, detour, construction, etc., reports that knowledge in writing to the Deputy Chief-Operations and the Fire Marshal.
- The Deputy Chief-Operations or the Fire Marshal issues a written (memorandum) or electronic (e-mail, etc.) announcement to inform all personnel about the impact of this activity and alternative procedures, if necessary.

EMERGENCY NOTIFICATION

- This notification occurs when the impact of the street closing or construction is with no advance knowledge. As soon as such notification or information is received, convey it to the Fire Alarms Office (FAO).
- The FAO immediately transmits an INFO UPDATE GROUP to inform personnel of the street information.