DAVIS POLICE DEPARTMENT

DISASTER NOTIFICATION
Policy and Procedure 1.12-B

DEPARTMENT MANUAL

Index as:
Disaster Notification
Family Notification
Notification Team

I.  POLICY

In instances when disasters or similar emergency events occur, members are obliged to perform as emergency service providers, and often times for prolonged periods of time. Meanwhile, member devotion to duty can be adversely affected by distracting personal concerns over the safety and welfare of family members. Reasonable efforts need to be made to assure duty members that their families are safe and comfortable while they administer similar service to the Davis community.

The purpose of this policy is to create a procedure for Police Department contacts of family members of duty members when a disaster occurs. The contact will be to confirm the safety and welfare of the family member(s), and then to immediately forward this information to the member.

II.  PROCEDURE

A. Disaster Notification Team

The Disaster Notification Team shall consist of Department members or volunteers having no assigned responsibilities associated with the Emergency Operations Center or field duties during a disaster.

Selection of Team members will be made by the Police Chief or their designee.

B. Immediate Family List

1. Members are urged to provide a listing of all immediate family members, including their normal day and night phone number. The names shall be listed on Emergency Notification Forms kept in the Executive Assistant to the Police Chief’s Office. The member bears the responsibility for keeping the list current.

2. The Emergency Notification List is confidential. Updates shall be made annually or upon request of the member.

C. Call Procedure

The Disaster Notification Team will first verify the safety of their own family members. A Patrol Commander, or the highest ranking available person, will retrieve the Immediate Family List for all on-duty members. A call list of all on-duty members will be formed. The team members will proceed to verify the safety of each family member.
1. As each family safety verification is confirmed, a Notification Team member will notify the appropriate member by the most expeditious means.

2. If a family member cannot be contacted or accounted for, the affected member will be advised personally.

3. Team members will question other family members and the on-duty member for ideas on the possible whereabouts of any missing family member until the missing family member is found, all leads are exhausted, or the on-duty member requests cancellation of the search.

4. If a family member is determined to be seriously injured or deceased, the Team member will:
   a. Immediately notify the employee’s Division Commander, or in their absence, the on-duty watch commander.
   b. Prior to making notification, the supervisor or manager will advise all on-duty managers and supervisors.
   c. If it is reasonable under the circumstances, the on-duty member will be notified by employees designated on their Emergency Notification Form. If the designated member is unavailable the command staff will select an appropriate person to make the notification.

5. After accounting for family members of duty members, the Team shall attempt telephone contact with all off-duty Department members. The member will be advised of the current emergency situation, and told to remain available by phone or pager for relief assignment if needed.

Darren Pytel  
Police Chief  

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