Bath Township Fire Department			Standard Operating Guideline	
Section Misc	**Referral No.** M-03	**Subject:** Fatal Fires	**Date Issued** 04/14	**Date Revised**

Purpose:

- To establish guidelines for handling fires with a civilian fatalities

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - Ensure that personnel adhere to this S.O.G.
- Personnel
  - All personnel have the responsibility of following the direction of Incident Command at an emergency scene.

Guidelines:

- **Safety is always our first priority**
- Life safety, incident stabilization, and property conservation will be maintained.
- If a victim is found and has been exposed to conditions that are incompatible with life the victim shall not be moved and all attempts to extinguish the fire will be made.
- If a victim is found and personnel believe that life saving intervention could result in a positive outcome for the victim, on scene personnel will do coordinated fire attack as well as victim extrication.
- In the event of a death (either due to victim being overcome by smoke and fire with death at the scene, or due to exposure to smoke and fire resulting in a death after being transported from the scene) the Incident Commander shall designate a "Crime Scene Officer".
  - Said officer will be posted at the designated entrance into the scene and will be responsible for maintaining accountability of all personnel's traffic into and out of scene. (form provided under S.O.G. "Forms and Documents" file)
  - Will be responsible in directing efforts of crime scene security, and evidence preservation.
- All efforts will be made to preserve as much evidence as possible.
  - Secure scene with tape, cones, etc.
  - Begin to photograph evidence.
  - Document all known evidence.
  - Cover evidence from potential damage (water/wind/sun).
- The following personnel will be notified immediately upon discovery of a deceased victim.

- Fire Chief
- State Fire Marshal's Office
- Allen County Coroner
- Allen County Sheriff's Office
- Allen County Detective Bureau

- Notification of fatality to any outside department personnel such as news media, by standers, friends or family of the deceased shall be the sole responsibility of the Fire Chief, or his designees.