

DATE: July 8, 2022

TO: Directors, Supervisors and Managers

FROM: Peter Tartaglia  
First Deputy Commissioner

RE: **Real-Time Incident Notification Policy and Follow-up**

This established policy provides for information notifications in Real-Time and applies to all incidents that occur in our parks and facilities or outside incidents that have an effect on our properties.

- **Incidents** include but are not limited to police arrests or activity, illegal activity, ambulance calls, fires or false alarms, natural or manmade damage to property, utilities, outages, injuries to the public, employees or animals, or any unusual occurrences. **When in doubt if an incident, notify us.**
- **Supervisors and Managers must notify** your Director in Real-Time based on chain of command.
- **Directors will notify** Kathy O'Connor and Peter Tartaglia by email or text as soon as you are made aware of any incident. Add Neil Squillante or William Bland as appropriate.
- **Notification and Follow-up** should include the basics of what, when, who, where, why, actions being taken and appropriate follow-up.
- **Urgent Incidents** also require phone calls until someone is reached.
- **Policy is in Effect 24/7** year-round so please educate staff.
- **Intent** is to make us aware so we can assist and direct during an incident. It is also for us to notify the proper Parks personnel, other departments, the County Executive's administration, and when required, to work with other agencies and the media.
- **Real-Time Information** keeps us educated on the best way to proceed. Most incidents will not rise to any action beyond notification.
- **Property Loss Reports** with detail are sent by email to Heidi Schwalbach no later than the next business day. Send police reports and other backup when received.
- **Incident Reports** are sent by email to Judith Allen no later than the next business day. Submit complete data including description of incident, date and time including a.m. or p.m., and the specific location within the facility. Send police reports and other backup when received.

Thank you for your cooperation in implementing this policy.

Cc Kathy O'Connor  
Neil Squillante  
William Bland  
Judith Allen  
Heidi Schwalbach