



STRONG
for **YOU**

2020-AP-143

Memorandum

Date: March 13, 2020
To: All Personnel - Fire
From: Mark Hodge
Deputy Fire Chief
Subject: **Hamilton Fire Department COVID 19 Update**

As of today, Friday, March 13, 2020, The Hamilton Fire Department is deemed an Essential Service. We will continue to operate with some changes to our normal procedures.

Effective Immediately the following to take effect:

- **Communications** Division to remain fully operational
- **Mechanical/ Stores** Division to remain fully operational
- **Emergency Management** to remain fully operational
- **Administration** to remain fully operational

Fire Prevention

- All public events where Fire Prevention personnel were to attend will be cancelled
- No presentations to any group to be conducted
- Some Fire Prevention personnel will receive refresher training in Communications
- Mandatory Legislated Inspections, Life Safety Inspections and complaints regarding fire safety will continue

Training Division

- To continue to operate as normal
- Some staff will be reassigned as necessary
- Training involving outside contractors delivering training within our facilities will be cancelled

Suppression, Both Career and Volunteer

- Emergency Response as normal
- Alarmed and Ready program will continue to operate on a as needed basis
- Classification Exams, Acting Exams, Promotional Exams and Recruit training/exams will continue to take place
- Daily and or Weekly Training will continue to take place
- No Public Education events to be conducted
- No Commercial Inspections to be conducted
- No VIP inspections to be conducted
- No Home Fire Safety Inspections to be conducted

- No tours of any business or facilities to be conducted
- No community events to be conducted. No Easter events etc.
- No Station Tours to be conducted
- No family, friends or public to visit any fire station or facility
- No recruitment events to take place
- No unnecessary travel with any Fire Dept vehicle. No grocery shopping to take place
- No Badge Presentations to be conducted

Further changes to normal procedures may be instituted in the future.

MH/kd