

## ODNR DIRECTIVE

TO: ALL ODNR EMPLOYEES  
FROM: ODNR DIRECTOR

SUBJECT: Critical Incident Notification

---

<b>Effective</b>	September 1, 2008
<input checked="" type="checkbox"/> <b>Purpose</b>	To provide a timely and efficient method of notification of critical incidents which involve ODNR and its employees. 1501.01
 <b>Authority</b>	
 <b>Reference</b>	Critical Incident Form ODNR Workplace Violence Policy ODNR Fire Review Policy
 <b>Resource</b>	Director Assistant Director Deputy Directors Office of Law Enforcement, Chief Law Enforcement Divisions, Law Enforcement Administrators

When a critical incident occurs at an ODNR facility or when an employee of ODNR is involved in a critical incident, the incident(s) needs to be reported to the ODNR Communication Center as soon as possible. The ODNR Communication Center will make notifications to the director and his or her staff, and also to the divisions as stated in the specific division procedure.

Critical incidents are any incident, emergency or event that potentially could have important consequences or impact on the department and/or divisions.

The critical incident parameters which are listed below are intended to be used as guidelines when reporting a critical incident; however due diligence and discretion must be applied when reporting a critical incident that does not meet with the criteria listed below. Examples of critical incidents are as follows:

1. Death or serious injuries.
2. Natural disasters that result in injuries or property damage.
3. Commission of a serious crime (homicide, rape, armed robbery etc.)
4. Significant or severe property damage.
5. Fires upon or within ODNR properties.
6. Protests or incidents involving civil disobedience within ODNR properties or adjacent properties.

7. Any incidents construed as or relating to terrorism (domestic or international).
8. Shootings ( officer or hunting related, personal injury)

The examples listed are intended to be used as guidelines, any event or incident that does not fit the above examples but could be construed as a critical event should be reported in that manner.

Divisions reporting critical incident should contact the ODNR communication center either by radio, telephone, CAD messaging, fax or email. Notification to the Comm. Center regarding a critical incident should be made as soon as possible. Personnel at the communication center will use the critical incident notification reporting form as a means to collect and distribute the information. This form may be reproduced locally and distributed to field staff so they are aware of the reporting requirements.

This directive only affects notification to the director's office and initial divisional notification. It does not limit or replace internal divisional notification or reporting polices/procedures.



## Ohio Department of Natural Resources CRITICAL INCIDENT NOTIFICATION

CRITICAL INCIDENT INFORMATION						
Date called in:	Time called in:	Reported by:				
Division:					Call back number:	
Location: (County, Road, Landmark, Body of Water, DNR Facility)						
Date occurred:			Time occurred:			
<b><u>No names to be included in summary</u></b>						
Brief summary of incident:						
Divisional response:						
Agencies involved:						
Media: (Who, type?)						
Person Taking CI Report:						
NOTIFICATION OF ADMINISTRATION						
ADMINISTRATOR	NAME	OFFICE	HOME	PAGER	CELL	DATE/TIME
Assistant Director	<input type="checkbox"/>					
Deputy Director	<input type="checkbox"/>					
Other	<input type="checkbox"/>					
Law Enf. Admin.	<input type="checkbox"/>					
SAIC (If required)	<input type="checkbox"/>					
Notification made by:						
<b>FAX TO DIRECTOR'S OFFICE (614/261-9601) or E mail to Administrator above.</b>						

**For more detailed information please contact the Division Chief or LESO**