



General Order Number: 06-18	Effective Date: January 2010
Division: Emergency Operations	
Chapter: Fire/EMS Emergency Command Center	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

To establish guidelines for the Duty Chief, who is responsible for making notifications to the appropriate Management Team members when conditions warrant opening the Fire/EMS Emergency Command Center.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. General Provisions

Staffing of the Fire/EMS Emergency Command Center and the Division Command Post are also included to assist the Duty Officers and Management Team members in determining which location they will be reporting to and have responsibility over.

If conditions warrant the opening of the Emergency Operations Center at the Office of Emergency Management (OEM), the Lieutenant Colonel on duty in the Fire/EMS Emergency Command Center or his/her designee will discuss the situation with the Director of OEM and make appropriate recommendations to the Fire Chief.

When other than normal conditions exist in the County or surrounding jurisdictions (inclement weather, public assembly or disturbance, resource depletion, major utility outages, etc.), the Duty Chief will evaluate the situation and activate the appropriate phase.

2. Alert Phase

Duty Chief will evaluate conditions to determine if further action is needed.

If notifications are necessary, the following Command Staff will be contacted:

- Lieutenant Colonel, Emergency Operations Command
- Executive Officer
- Management Team
- AEMS Commander
- AEMS Shift Supervisor



The Duty Officer will determine whether to initiate the Activation Phase or continue to monitor the situation.

3. Activation Phase

The Fire/EMS Emergency Command Center is activated at the Fire/EMS Call Center.

The following personnel report to the Fire/EMS Emergency Command Center to evaluate conditions:

- Duty Chief
- Appropriate Battalion Chief, Volunteer Division Chief
- AEMS Shift Supervisor
- Departmental Duty Officer

If no action is needed, the conditions will be monitored to upscale or downscale the incident.

If further action is needed, the following Command Staff personnel are to be contacted:

- Lieutenant Colonel, Emergency Operations Command
- Executive Officer
- Management Team
- OEM Director

The Lieutenant Colonel of the Emergency Operations Command will determine whether to initiate the Operations Phase.

4. Operations Phase

During the Operations Phase, the following Command Staff personnel will report to the Fire/EMS Emergency Command Center at the Fire/EMS Call Center:

- Lieutenant Colonel, Emergency Operations Command
- Duty Chief
- Appropriate Battalion Chief, Volunteer Division Chief
- AEMS Shift Supervisor

North and South Command Posts will be activated in the following locations, staffed by the following Command Staff personnel:

Fire Services Building

- Operational Major or designee as directed by the EOC Colonel
- AEMS Command
- Volunteer Division Chief



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- Safety Officer

Battalion 803 Office at Station 826

- Operational Major or designee as directed by the EOC Colonel
- Volunteer Division Chief
- Safety Officer

The Lieutenant Colonel of the Emergency Operations Command will designate alternative command post locations, if necessary.

A rotation of Majors and Volunteer Division Chiefs will be established to ensure adequate command staff availability for the duration of the Operations Phase.

The Lieutenant Colonel of the Emergency Operations Command will make the determination to maintain or terminate Fire/EMS operations in the Fire/EMS Emergency Command Center and at command post locations.

If further action is needed, the Lieutenant Colonel of the Emergency Operations command will discuss the situation with the Director of OEM and make appropriate recommendations to the Fire Chief which may include activation of the Emergency Operations Center at OEM.

REFERENCES

N/A

FORMS / ATTACHMENTS

N/A