

S.O.P. #: 700-07

SUBJECT: EMERGENCY PLAN

DIVISION: SUPPORT SERVICES

Objective: To outline procedures to be followed upon the activation of the Emergency Plan.

Section 1: Responsibilities of Support Services personnel upon the activation of the Emergency Plan. All personnel must be prepared to switch from regular support service functions to assigned operations and duties consistent with the emergency.

- A. Support Services Includes:
  - 1. Academy
  - 2. Investigation
  - 3. Prevention
- B. Support Services personnel shall provide:
  - 1. Vehicles and drivers for emergency and non-emergency transporting of field personnel and supplies.
  - 2. Technical assistance and advice, as necessary.
  - 3. Personnel to assist in command post operations at the scene and at the Command Center.
  - 4. Personnel to assist at the Supply Depot.
- C. Upon the declaration of an emergency requiring supplemental support the senior Support Services Officer at the Command Center will determine the probable requirements and initiate the necessary actions mobilizing personnel and equipment for the support role.

Section 2: Pre-Command Mode - All personnel are to review the Emergency Plan.

- A. The Deputy Chief, Support Services, will advise all Division Commanders of the reasons for the activation and plan to take whatever actions are necessary to bring their divisions to full readiness.
  - 1. Upon activation of the Pre-Command or Command Mode Level during normal duty hours, the support functions will be resolved by reassigning personnel and equipment which are immediately available.
  - 2. All uniformed members of support services are subject to reassignment.
  - 3. Unless the emergency situation worsens, the procedure will be to maintain otherwise normal activities.

Section 3: Command Mode - All personnel are to review the Emergency Plan.

- A. The Deputy Chief, Support Services, shall report to the Command Resource Center to assist in the development of the departments strategy to address the emergency. If the situation dictates, all division commanders shall be summoned to the Command Resource Center to meet with the Deputy Chief, Support Services, to outline their strategy in addressing the emergency.
  - 1. Division Commanders will notify their Section Commanders of their assignments.
  - 2. Assignment of personnel and vehicles to designated locations depends on magnitude of the emergency. Close communications with the Command Resource Center shall be maintained.
  
- B. Division and assignments upon activation of "Command Mode."
  - 1. Fire-Rescue Academy (Command Mode).
    - a. As directed by the Deputy Chief, Support Services.
  - 2. Fire Investigation (Command Mode).
    - a. Normal duty hours.
      - 1) Assign one (1) member to report to the Command Resource Center to assist where needed.
    - b. Off duty hours - (Hours when offices are normally closed).
      - 1) On duty/standby Investigator shall report to the Command Resource Center to assist where needed.
  - 3. Fire Prevention (Command Mode).
    - a. Normal duty hours.
      - 1) Fire Prevention shall assign one (1) member to report to the supply depot to assist where needed.
    - b. Off duty hours - (Hours when offices are normally closed).
      - 1) The On/duty standby Inspector (FP-62) shall report to the Supply Depot to assist where needed.

Section 4: Major Command Mode

- A. When an emergency has expanded to major proportions the Deputy Chief, Support Services, will initiate actions mobilizing the Support Services resources for all out support as follows:
  - 1. The Deputy Chief will instruct the Division Commanders.
  - 2. The Division Commanders will summon and instruct their Section Commanders.
  - 3. Each Section Commander will summon and instruct each available member to report to a designated duty location and to standby for further instructions.

4. Each available member will respond promptly:
  - a. If he/she is operating a department vehicle they will bring it to those locations as instructed, reporting their presence and unit number upon arrival.
  - b. Each member will report for duty in uniform, unless otherwise instructed.

B. Division assignments upon activation of "Major Command Mode.:

1. Fire Academy (Major Command Mode).
  - a. All personnel notified shall report to a central location as directed by the Deputy Chief, Support Services to provide:
    - 1) Personnel and vehicles for emergency and non-emergency transporting of personnel and supplies.
    - 2) Personnel to assist at the Command Resource Center or as directed.
2. Fire Investigation (Major Command Mode).
  - a. All personnel notified shall report to a central location as directed by the Deputy Chief, Support Services.
    - 1) During normal duty hours, all personnel will be reassigned to specific duties.
    - 2) During off-duty hours, the on duty/standby Investigator shall report to the Command Resource Center.
    - 3) Fire Investigation Division shall institute procedures for investigating the incident and compiling data and necessary reports for Federal, State and Local Officials. Follow S.O.P. 200-62.
3. Fire Prevention (Major Command Mode).
  - a. All personnel notified shall report to a central location as directed by the Deputy Chief, Support Services.
    - 1) During normal duty hours all personnel will be assigned to specific duties as directed by the Deputy Chief, Support Services.
    - 2) During off duty hours the on duty/standby Inspector (FP-62) shall report to the Supply Depot to assist where needed.
  - b. Personnel and vehicles shall be assigned for emergency and non-emergency transporting of personnel and supplies.
  - c. Personnel shall be assigned to assist at the Command Resource Center or as directed.