

SABINE-NECHES CHIEFS' ASSOCIATION

OPERATIONAL PROCEDURES

ATTACHMENT 1 Revised 3-3-2004

REQUESTING ASSISTANCE

Contact the official **SNCA** emergency notification center. (**Beaumont Fire/Rescue**)

1. Utilize the **SNCA** official contact number preferably, and if not practical, radio, or best possible means.
2. Be specific and state the notification and request is an official **SNCA Response Request** and provide the following emergency information:
 - Location and Type of Emergency
 - Requesting Agency/Entity
 - Name of Authorized Official
 - Equipment/Material/or Personnel Needed
 - Contact Number/Radio Channel
 - Location of Staging Area
 - Name of Staging Area Manager and Staging Area Radio Frequency
3. Establish a Staging Area away from the immediate scene of the emergency. If the response is to an industrial facility, the staging area should be established outside of the confines of the facility to avoid unnecessary equipment/personnel inside of the facility.
4. Designate a Staging Area Manager/Officer and provide same with communications capability with the Incident Commander and a common channel for responding units, separate from any operational frequencies being utilized for the emergency.
5. Implement and utilize the Incident Management System.
6. Implement and utilize the **SNCA** accountability system.

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ATTACHMENT 2

Revised on 3-3-2004

EMERGENCY NOTIFICATION CENTER PROCEDURES

BEAUMONT FIRE/RESCUE COMMUNICATIONS CENTER TEXAS DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS CENTER

1. Upon receipt of a request for **SNCA** assistance, the Communications Center Dispatcher will record the required information the requesting agency/entity supplies as per **Attachment 1** of the **SNCA Operational Procedures**.
2. The Communications Center Dispatcher will notify the **SNCA Response Tasking Group member**, consisting of the **President, Vice President, Secretary/Treasurer, Sergeant of Arms, At-Large Board Member, or Board Member** by radio, or best possible means. The Communications Center shall advise of what the emergency is and tasking of assistance from agencies/entities.
3. Based on the extent of the emergency, or duration of the event, the Communications Supervisor can request a Member of the Board of Directors to physically respond to the Notification Center to assist with the emergency.
4. A general broadcast on the appropriate common **SNCA** radio frequencies will be made advising of the reported emergency. An alert tone or verbal distinction will be broadcast prior to the information to assist in distinguishing an official **SNCA** emergency from normal traffic.
5. The Notification Center will monitor the communications channels throughout the duration of the emergency and make additional notifications as needed or requested.
6. At the termination of the emergency, the requesting agency/entity will notify the Notification Center that the emergency has been terminated. Upon receipt of this information, the Communications center will broadcast an "all clear" on the appropriate common **SNCA** radio frequencies.

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ATTACHMENT 3 Revised 3-3-2004

RESPONSE OFFICERS PROCEDURES

1. Be available and carry the **SNCA Response Pager**.
2. Maintain and have available an updated copy of the **SNCA** emergency contact information, response capability, and inventory forms.
3. Be prepared to respond to requests from the Communications Center for request validation and agency/entity tasking.
4. Be prepared at the discretion of the senior **Task Group Officer** to physically respond to either the scene of the emergency or to the Notification or Communications Center to represent the **SNCA**.
5. Possess the means to communicate with the Communications Center by multiple means, to include at a minimum cell phone and radio capability.
6. Upon notification of an emergency request for **SNCA** assistance:
 - Obtain the emergency request information
 - Contact the requesting agency/entity contact person if necessary
 - Based on the type of emergency/location or specific request, contact the appropriate response agency/entity and task to respond.
 - Provide the responding agency/entity with the information from the original request.
 - Maintain the appropriate documentation on the request, action taken, and agencies/entities tasked to respond.
7. The **Task Group Officer** may task the Notification Center to make the response task assignments on his/her authority.

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ATTACHMENT 4 Revised 3-3-2004

RESPONDING AGENCY/ENTITY PROCEDURES

1. Upon a valid request from the **Task Group Officers** be prepared to respond with the appropriate tasking.
 2. Be prepared to provide an estimated time of response based on the tasking.
 3. Notify the Communications Center when enroute.
 4. While enroute, contact the Staging Area Manager/Officer for any additional instructions/details.
 5. Monitor the progress of the emergency while enroute.
 6. Hold radio traffic on operational channels to a minimum to reduce confusion and congestion.
 7. Proceed directly to the designated staging area and check-in with the Staging Area Manager/Officer.
 8. Upon arrival, be prepared to provide a supervisor to participate in a Unified Command Structure.
 9. Perform whatever duties based on capabilities as requested by the Incident Commander.
 10. On termination of the emergency, or release by the Incident Commander, always depart through the Staging Area to insure accountability.
- **IF YOUR AGENCY/ENTITY IS NOT DIRECTLY TASKED, DO NOT RESPOND OR CALL THE COMMUNICATIONS OR NOTIFICATION CENTER TO SEE IF YOU ARE NEEDED.**
 - **For agencies/entities whose apparatus/equipment fall outside the definition of an "Authorized Emergency Vehicle" per the Transportation Code, and an emergency response is necessary, request the Notification Center make arrangements for Law Enforcement Assistance.**