

SABINE-NECHES CHIEFS' ASSOCIATION

OPERATING PROCEDURES

Revised 3-3-2004

Section 1. – Concept

- a) The overall objective behind the formulation of **Operational Procedures** for the **SNCA** is to provide a simplified and direct method for utilizing the total response capabilities of the group for the benefit of a single member or group during an emergency. Consideration of the interdependence of participating agencies/entities suggest the desirability of having a procedure that provides the means to provide mutual aid in almost any type of emergency likely to involve a member agency/entity.
- b) The **SNCA** was organized and directed along very informal lines. It was felt by the founders that to burden the **SNCA** with formal written agreements would preclude the element of flexibility so essential during times of an emergency. The **SNCA** continues to function along these lines with the complete support of Executive Management of the member agencies/entities. This **Operational Procedure** is not intended to supplant the original concepts, but rather to provide clear-cut guidelines and procedures for member agencies/entities in protecting facilities and communities during times of an emergency.
- c) The **SNCA** is a multi-agency/entity mutual aid organization prepared to provide direct assistance to Natural, Technological, and Terrorism based hazards. Some examples of occurrences that the **SNCA** can provide assistance to are: floods, hurricanes, tornado's wild fires, winter storms, major fires, explosions, hazardous materials incidents, both fixed facility or transportation incidents, large scale utility failures, radiological incidents, rescues, and transportation accidents. Basically any event which could or directly affects public safety or property within the membership area.
- d) The **SNCA** additionally maintains reciprocal aid agreements with other Mutual Aid Associations along the Texas Gulf Coast and Southwest Louisiana. It is the intent of these reciprocal agreements to be able to summon additional assistance and resources to combat a large-scale emergency over a large geographical area, without affecting local response capability to other on-going emergencies.
- e) The following are specific operational procedures and requirements for **SNCA** members requesting assistance or responding to a request for assistance.

Section 2. – SNCA Responsibilities

To provide a mechanism and means for member agencies/entities to request and apply the needed resources necessary to handle an emergency. This mechanism shall herein after be referred to as the **SNCA Operational Procedures**.

Section 3. – Member Responsibilities

- a) To follow the **SNCA Operational Procedures** when requesting assistance or responding to an emergency.
- b) To provide and keep updated member emergency contact information and response capability, and inventory forms.
- c) Insure agency/entity personnel are properly trained in the **SNCA Operational Procedures**.
- d) To promptly notify the **SNCA** communications/notification center of any major emergency where the potential for a request for **SNCA** assistance exists. This notification shall be made prior to an official request if possible and practical.

Section 4. – SNCA Emergency Notification Center

The official **SNCA** emergency notification center is the emergency dispatch/fire alarm center of **Beaumont Fire/Rescue**. The **Texas Department of Public Safety Communications Center** in Beaumont shall serve as the secondary or back-up emergency notification center.

Section 5. – Request Validation

The Officers in order of response tasking of the **SNCA** shall have the responsibility of determining the validity of the emergency request, and who and what will be tasked to respond based on the nature of the request and the location of the emergency.

Section 6. – Response Tasking Order

The following is the order of Officers for response tasking of the **SNCA**: The President, Vice President, Secretary/Treasurer, Sergeant of Arms, At-Large Board Member, then the remaining Board Members.

Section 7. – Response Requests

- a) Only the responsible official representing the member agency/entity involved in the emergency shall initiate requests for assistance. The responsible official is so identified as the representative designated on the **SNCA** emergency contact information form.
- b) All requests for assistance from the **SNCA** shall be made through the **Beaumont Fire/Rescue** communications/fire alarm office. This notification may be made using the official **SNCA Emergency Contact Number**, radio, or best possible means.

- c) The requesting member shall provide the information required in **Attachment 1** of the **SNCA Operational Procedures**.
- d) Requests for assistance from non-member agencies/entities from outside the membership area as defined shall be made through the Chief Elected Official or Emergency Management Coordinator to the **Texas Department of Public Safety Communications Center in Beaumont** for validation prior to **SNCA** involvement.
- e) The communications/notification center shall follow the procedures outlined in **Attachment 2** when an official request is made for assistance from the **SNCA**.

Section 8. – Command Responsibility

The Chief Response Official of the agency/entity in which the emergency exists will be the Director or Operations/Incident Commander within said agency/entity. This person shall institute a Unified Command Structure upon involvement of the **SNCA**, and shall seek guidance and input from the responding agencies/entities. Regardless of a Unified Command Structure, this person shall have the sole responsibility of command and all final decisions will rest entirely with him/her.

Section 9. – Finance/Cost Recovery

- a) Responding Member agencies/entities by virtue of their membership in the **SNCA** agree to absorb all costs associated with personnel and equipment operation during a valid **SNCA** response.
- b) Requesting Member agencies/entities shall be responsible for cost reimbursement for materials, consumables, and damage to equipment once at the scene of an emergency where a valid **SNCA** response has been authorized at the discretion of the responding agencies/entities.
- c) No vendor/sales company by virtue of their membership in the **SNCA** is authorized to bill the requesting agency/entity for services, without approval of the authorized agent. A response by a vendor/sales company shall not be construed as a recommendation for contractual services by the **SNCA**.

Section 10. – Compliance

- a) All member agencies/entities by virtue of their membership in the **SNCA** agree to abide by and follow the **SNCA Operational Procedures**.
- b) Failure to abide by or follow the **SNCA Operational Procedures** by a member agency/entity may be grounds for revocation of membership at the discretion of the Board of Directors.

Section 11. – Attachments

- a) **Attachment 1:** Request for Assistance Procedures
- b) **Attachment 2:** Communication Center Procedures
- c) **Attachment 3:** **SNCA** Response Officers Procedures
- d) **Attachment 4:** Responding Agency/Entity Procedures
- e) **Attachment 5:** Reciprocal Mutual Aid Agreement Procedures
- f) **Attachment 6:** Accountability Procedures