EMERGENCY COMMUNICATION CENTER GUIDELINE

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 SOG# 100-1 Requesting for Assistance Guideline.

2.   The Communications Center Dispatcher will notify the SNCA Executive Board if a request for response is made in the following order. President, Vice President, Secretary/Treasurer, Sergeant of Arms, AT-Large Board Member, or Board member by phone or best possible means.

3.   Based on the extent of the emergency, or the duration of the event, the Communications Supervisor can request a Member of the Board to physically respond to the Communications Center or request resources as needed from his/her location.

4.   A general broadcast on the appropriate common SNCA radio frequencies/talk groups 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.

7.   Use of Interop talkgroups on the regional radio system should be coordinated with Beaumont Fire Communications. Interop 1 is reserved for hailing. Assignment of operational talkgroup is 2-12. Interops should be reserved for events and incidents involving multiple agencies with differing primary and alternate talkgroups.

8.   Cross Patching is done by the closest dispatch center and coordinated through Beaumont Fire Communication. This includes VHF, UHF, 800 MHz, 8Tac and 8Call.