



## **REQUESTING FOR ASSISTANCE GUIDELINE**

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.