



## **EMERGENCY NOTIFICATION CENTER GUIDELINE**

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, consisting of the President, Vice President, Secretary/Treasurer, Sergeant of Arms, At-Large Board Member, and Board Members by the SNCA Response Group Call Alpha-Pager system, radio, or best possible means. The Communications Center shall advise of what the emergency is, request validation of the request, 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.