



## **SNCA RESPONSE OFFICER GUIDELINE**

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:
  - Contact the Notification Center
  - 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.