



## **OVERVIEW**

### Section 1. – Concept

- a) The overall objective behind the formulation of Standard Operating Guidelines 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 Standard Operating Guidelines.

### 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. – Additional Standard Operating Guidelines

- a) SOG 100-1: Request for Assistance Guideline
- b) SOG 100-2: Communication Center Guideline
- c) SOG 100-3: SNCA Response Officers Guideline
- d) SOG 100-4: Responding Agency/Entity Guideline



**STANDARD OPERATING GUIDELINE**  
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- e) SOG 100-5: Reciprocal Mutual Aid Agreement Guideline
- f) SOG 100-6: Accountability Guideline
- g) SOG 100-7: Bereavement/Relief Program
- h) SOG 100-8: How to Join