



## **REQUESTING FOR ASSISTANCE GUIDELINE**

Contact the official SNCA emergency communication center (Beaumont Fire/Rescue) at **409-838-6371**. If unable to reach Beaumont Fire/Rescue, the alternate number is Beaumont 911 Center at 409-880-3865

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
  - Operations frequency or talk group (Consider using an Interop talk group)
  - Location of Staging Area
  - Staging area frequency or talk group if available

Example: This is Chief \_\_\_\_\_ from \_\_\_\_\_ Fire Department requesting assistance from the SNCA. The location of the emergency is \_\_\_\_\_. We have a pipeline leaking and need a Hazmat truck, 10 firefighters, and booming material. The staging area will be at the Wal-Mart located at \_\_\_\_\_. Operation will be conducted on Interop 2 and contact the staging manager on Interop 3. My call back number is \_\_\_\_\_.

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. Implement and utilize the SNCA accountability system