



## **EXECUTIVE BOARD OFFICER RESPONSE GUIDELINE**

1. Always be accessible by cell phone or notify the Communication Center that you will not be available.
2. Maintain accessibility to SNCA database.
3. Be prepared to respond to requests from the Communication Center for request validation and agency/entity tasking.
4. Be prepared to respond physically to either the scene of the emergency or to the Communication Center to represent the SNCA.
5. Possess the means to communicate with the Communication Center by multiple means, to include at a minimum cell phone and radio capability.
6. Upon notification of an emergency request for **SNCA** assistance:
  - 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 Executive Board Officer may task the Communication Center to make the response task assignments on his/her authority.