

### 3.6.3.3 Disaster Communications



YOUR ORGANIZATION  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** Disaster Communications

**SECTION/TOPIC:** Disaster Operations

**NUMBER:** 3.6.3.3

**ISSUE DATE:**

**REVISED DATE:**

**PREPARED BY:**

**APPROVED BY:**

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

#### 1.0 POLICY REFERENCE

CFR

NFPA

NIMS

#### 2.0 PURPOSE

This standard operating procedure/guideline addresses changes in standard communication roles, protocols, and procedures to facilitate coordination with outside agencies and groups.

#### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

#### 4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

#### 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1 Changes in Standard Communication Roles, Protocols, and Procedures to Facilitate coordination with Outside Agencies and Groups:**

**EMERGENCY RESPONSE TEAMS (FIELD LEVEL)**

SOP Center

When responding to an incident, the City's departments and personnel activate and respond by pre-defined alerting processes and/or when requested as the incident progresses. ECC activation procedures will be initiated, which include appropriate notification within the City. Each City department self-activates their incident plans(s) when appropriate, and executes their respective incident activities.

#### 1. INCIDENT RESPONSE ACTIVITIES

The City's department responses are per individual department plans and Standard Operation Procedures (SOPs). Department Operations Centers (DOCS) become operational in an incident per department plans. Each department is responsible for responding to the incident, continuing essential functions, and staffing the ECC and other emergency support activities throughout the duration of the incident as staffing and other resources permit.

2. MAINTENANCE OF ESSENTIAL FUNCTIONS Planning for the maintenance of essential functions should occur through Department Continuity of Operations Plans (COOPs). These plans should identify essential functions and the emergency procedures to be implemented in order to ensure these functions are carried out during an incident.

#### 3. DEPARTMENT OPERATIONS CENTERS (DOC)

City departments' incident response activities are organized using ICS. Using their appropriate plans, City departments activate their Department Operations Centers (DOCs) to coordinate their response activities. Coordination and communication should be established and maintained with the City Emergency Coordination Center (ECC). Each department activates all applicable plans in order to handle the department internal and external response, recovery, and reconstitution activities, to continue essential functions and to support the Emergency Coordination Center (ECC) assignments as required or when requested.

#### 4. EMERGENCY COORDINATION CENTER (ECC)

The City Emergency coordination Center (ECC) is used for Citywide communication and coordination duties in response to an incident. Selected City department staff responsible for activities in the City Emergency Coordination Center (ECC) immediately deploy when notified, or self-deploy depending on the Emergency Operations Plan (EOP) operating guidelines. The City's Emergency Coordination Center (ECC) may activate should an incident warrant. Department representatives may be summoned to the ECC to create situational awareness and assist the City in responding to an incident.

## 5. EMERGENCY PREPAREDNESS COUNCIL (EPC)

During an incident, the Emergency Preparedness Council (EPC) will meet regularly to make and approve rules and regulations and other policy level decisions to be implemented in response to the incident. The Emergency Preparedness Council is comprised of the Mayor, the Director of Emergency Preparedness, all City department heads, and other City officials with expertise in the incident related field. EPC members should actively participate in the planning process for incident related plans.

## DEPARTMENT OF DEFENSE SUPPORT OF CIVIL AUTHORITIES

The City will not normally have direct interaction with the Department of Defense. There may be a possibility with a catastrophic incident and/or when martial law is enacted.