

SUBJECT: EXTREME WEATHER/ STORMS PROCEDURES**SECTION:** 305.08**REVISED:** AUGUST 2, 2009**PAGE(S):** 4

PURPOSE

To establish a procedure adopted county-wide, an alternative method for dispatch, designed to alleviate radio traffic and assure proper processing of “true” emergency incidents.

To establish procedures outlining the operations when severe weather conditions cause, or is expected to cause an increased workload of emergency services. The goal being to establish an organized manner to receive, log and self-dispatch non-emergency runs or calls for assistance within our response district.

REFERENCE

1. *Hamilton County Communications Center’s Storm Plan Procedure, as adopted by the Hamilton County Fire Chiefs; February, 2009.*

POLICY

- I. When severe weather conditions cause or are expected to cause emergency responders workload to exceed a reasonable level, the HCCC Supervisor may initiate the HCCC Storm Plan.
 - A. When the plan is activated, an all county alpha page will be sent to all departments via the County paging system.
 - B. When the plan is activated, a message will be broadcasted on the FD EAST and FD WEST talkgroups.
 - C. All “true” emergencies including EMS incidents, structure fires, or any incident appearing to be a threat of life will be dispatched in the normal method.
 - D. Upon activation of the HCCC Storm Plan, the Officer-In-Charge shall establish a Reading Area Command and notify the HCCC that the Reading Area Command (Station 83) has been established. Assigned personnel shall monitor FG25 for non-emergency, pending incidents. The HCCC will also be advised that Station 83’s MDC will be designated to receive details.

1. Reading area command will be established once the city has been impacted and sufficient personnel are available to staff it.
 2. There will be no status changes or utility notifications on FG25.
 3. An additional talkgroup may be dedicated to handle utility notification requests. In extreme conditions, utility notifications may need to be requested via FAX.
 4. Additional FG talkgroups may be assigned by the HCCC Supervisor if necessary.
 5. Once an incident is given to the Reading Area Command (Station 83), personnel assigned shall maintain a log and assign the detail as resources are available. Details shall be assigned by priority, considering life safety and property conservation. Otherwise, runs will be assigned first call, first served.
- E. When the HCCC Storm Plan has been activated, sufficient personnel shall be assigned to staff the Valley Station Alarm Room, to be designated as Reading Area Command. Once established, the Alarm Room will be restricted. Personnel not being used for managing and dispatching requests shall stage elsewhere within the station, or as assigned otherwise. Exceptions will be permitted for limited use of telephone, support equipment and services.
1. Once the decision to assign personnel to the Alarm Room for managing requests for assistance, the Alarm Room shall be restricted. Staff assigned to manage requests for assistance will have access to the following equipment:
 - a. Radio equipment (base and portable)
 - b. Telephone(s)
 - c. MDC terminal
 - d. Computer(s)
 - e. FAX
 - f. Miscellaneous office supplies/ equipment
 2. Personnel assigned shall maintain a log of calls, capturing:
 - a. Date and Start Time of Event
 - b. Description of Situation
 - c. Description of Areas Impacted/Damage
 - d. Date and Times of Incidents Received
 - e. Location of Incidents Received
 - f. Nature of Each Incident
 - g. Time Each Incident Detailed

- h. Units Detailed for Each Incident
- i. Time Each Incident Closed
- j. Disposition of Each Incident
- k. Finish Date and Time of Event

***reference: w:\User\FORMS\INCIDENT LOG

- F. A period of radio silence may be declared at the discretion of the HCCC Supervisor. When such a declaration is in effect, field units not operating at a major/ life threatening emergency scene are prohibited to transmit on FD EAST, FD WEST, FG 24, FG25, or any other talkgroup assigned for incident management. The only exceptions are to acknowledge an incident or emergency traffic.
- G. Automatic assignment of a FG talkgroup will be suspended when the HCCC Storm Plan is activated.
 - 1. FG talkgroups will only be assigned to units involved in a major/ life threatening emergencies, such as a structure fire.
 - 2. Units not involved in major/ life threatening emergencies are to utilize 8 ITAC 3 and 8ITAC 4. When using ITAC channels, the radio must be in the “radio to radio” mode.
 - 3. The READING FIRE and other “city band” talkgroups on the 800 MHz system should also be kept to a minimum. These talkgroups also use resources on the system, as the primary talkgroups do.
 - 4. Alternative radio channels (non-800 MHz) and runners should be used as alternative means to communicate.
- II. There may be times when it is not necessary to activate the HCCC Storm Plan for all agencies (i.e. isolated storms). The Incident Commander can contact HCCC and request activation of the Storm Plan for the single jurisdiction. Incidents will be relayed on the assigned talkgroup.

RESPONSIBILITY

- I. It shall be the responsibility of the Hamilton County Communications Center (HCCC) Supervisor to initiate the HCCC Storm Plan.
- II. It shall be the responsibility of all department officers to implement this operating guideline accordingly.

- III. It shall be the responsibility of all department officers to train members in the application of this guideline.
- IV. It shall be the responsibility of each member to know, understand and use this guideline as it applies to the situation at hand.