

CITY OF DOTHAN, ALABAMA

STANDARD OPERATING GUIDELINE – NO. 24

EMERGENCY OPERATIONS FACILITY GUIDELINE

I. PURPOSE

The primary efforts of the Emergency Operations Facility Guideline shall be directed to facilitate the public's safety, hazard reduction, and preservation of City of Dothan resources and quality improvement of the services rendered by the City of Dothan during adverse conditions or environments.

II. OBJECTIVES

The Emergency Operations Facility (EOF) shall provide planning support, resource identification, technical support, advice, notification, operational support and preparation for all hazards and critical incidents.

III. STRUCTURE

- A. The EOF shall consist of an Executive Committee which is composed of the City Manager, Fire Chief and Police Chief. The Executive Committee will guide and direct the operations of City of Dothan personnel and affiliated agencies during incidents and emergencies as deemed necessary.
- B. The Operations Committee will be the working committee that conducts and supervises the "day to day" efforts of the EOF. This group shall consist of members as appointed by the Executive Committee.
- C. The full committee shall consist of the Operations Committee, members of City of Dothan Departments (as appointed by the Executive Committee), members of private industry as required, other public safety personnel, members of other government entities, and other persons as required.

IV. EOF LOCATION

The City of Dothan Emergency Operations Facility is located at 600 Columbia Highway, Dothan, Alabama 36301. The Dothan Fire Department is the official location for the management of emergencies requiring resources beyond routine capability.

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V. NOTIFICATION AND PREPARATION

The EOC shall implement methods to alert and implement higher levels of readiness of city forces. Methods to notify the media and public shall be developed.

VI. NOTIFICATION PROCEDURE

- A. The Communications Center will page out the activation level upon receipt from a member of the Executive Committee or his designee.
- B. The communications Center will also follow-up by telephone, calls to the requested person(s) and all other members of the Executive Committee.
- C. Executive Committee members will leave the name of the person acting in their absence to the Communications Center.
- D. A representative from the requested department's management team (Department Head Preferred) will report to the EOF upon notification.

VII. ACTIVATION LEVELS

- A. **I Minor Emergencies:** Emergencies that are handled with the operational resources for day-to-day incidents. These emergencies require routine staffing levels.
- B. **II Limited Emergencies:** Emergency incidents requiring staffing of critical positions only. May also require advance readiness initiatives such as call back rosters and shelter notifications.
- C. **III Full Emergency:** Requires the total mobilization of the entire EOF Staff.

VIII. EMERGENCY OPERATIONS

- A. Emergency operations will be conducted utilizing the Incident Command System (ICS). The ICS is detailed in Dothan Fire Department Operational Guideline #1.
- B. The Integrated Emergency Management System will be implemented upon completion of required training.

IX. RESERVATION OF AUTHORITY

The City Manager reserves the right to change, amend or modify this operating guideline.

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X. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this ____ day
of _____, _____

ATTEST BY:

APPROVED:

CITY CLERK

CITY MANAGER