

APPENDIX 8 – EOC ACTIVATION PROTOCOL

MCFARLAND EMERGENCY OPERATIONS CENTER

SITE OPERATIONAL ACTIVATION PROTOCOL

PURPOSE

In the event that the McFarland Emergency Operations Center (E.O.C.) is activated for an actual emergency, this protocol will assist in setting up the E.O.C. for operation. The E.O.C. is designed to use the Multipurpose Room in the McFarland Municipal Center. This room is located between the Fire Department kitchen and dispatch areas and is accessible from the main hallway, the Fire/EMS apparatus bays, and from the kitchen area off the Training Room. This document is designed to assist in identifying the location of equipment and supplies that will need to be utilized to activate the E.O.C.

BUILDING ACCESS

The McFarland Municipal Center access is available to all staff and volunteers 24 hours per day by card reader and keys. To access the E.O.C. location, staff without keys should access the area through the Fire/EMS apparatus bays. First responding staff should gain access through the apparatus bay and then prop the main hallway door open to facilitate civilian Emergency Government Committee members to access. It may also be necessary to manual unlock the Municipal Centers Main lobby doors if the event occurs during non business hours. This can be accomplished by turning the manual key, which is located on the wall immediately to the right of the main lobby doors (to the left of the small bulletin board). This key must be turned to the “On” position to bypass door security.

E.O.C. SETUP

Communications Equipment

Radio and phone communications setup begins by locating the appropriate CPI (radio) Units and designated phones from each department. The police department’s designated CPI and phone are both located in the police administration area. The CPI is labeled “Police Radio 1” and the phone is labeled “PD/EOC Phone 1” The Fire Department CPI is located in the hallway next to the Fire Chief’s office and labeled “FIRE/EOC Radio 1”. The EMS CPI is located on the wall near the decontamination area in the apparatus bay and labeled “EOC/EMS Radio 1”. The Administrative phone is located in the Shared Workroom and is labeled “ADMIN/EOC phone 1”.

Computer connections and Wi-Fi capabilities in the EOC are always active. Several laptop computers are available by departments for use in the EOC. For extended events, any PC can be moved into the EOC for use on the Shared Network.

Equipment/Supplies

Setup supplies for the EOC are kept in a plastic box located in the cabinet on the east wall of the Multipurpose (EOC) room. The plastic box contains a copy of the Emergency Plan, documentation forms, and other miscellaneous supplies. The supply box will be restocked after EOC activation to replace items that were used.

Maps for the Village and the surrounding area are also located in the EOC room. Maps that are not permanently displayed are located in or on top of the east wall cabinet. There are numerous small maps and sectional blowups to assist personnel in locating locations and facilities. Mapping information will also be available via computer downloads.

E.O.C. Phone/Computer Jack Floor Box Assignments

West Floor box

<u>Jack Number</u>	<u>Jack Color</u>	<u>Tel. Ext.</u>	<u>Jack Functions</u>
508E-1	Red	537	Fire Telephone
508E-2	Blue	538	EMS Telephone
508E-3	Yellow		Computer Network (Village)
508E-4	Green		(Future Modem Connection)
508E-5	White		Fire CPI Unit
508E-6	Orange		EMS CPI Unit

East Floor Box

<u>Jack Number</u>	<u>Jack Color</u>	<u>Tel. Ext.</u>	<u>Jack Functions</u>
508F-1	Red	535	Administration Telephone
508F-2	Blue	536	Police Telephone
508F-3	Yellow		Computer Network (Village)
508F-4	Green		(Future Modem Connection)
508F-5	White		Village CPI Unit
508F-6	Orange		Police CPI Unit