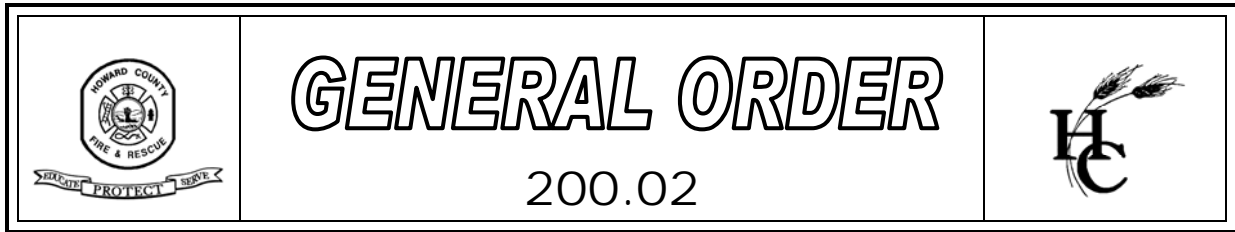


DEPARTMENT OF FIRE AND RESCUE SERVICES



Originating From	Issue Date	Revision Date	Attachments
Office of Emergency Management	4/1/2009	N/A	N/A

SUBJECT: Emergency Services Command Unit

APPLICABILITY: All Personnel

POLICY:

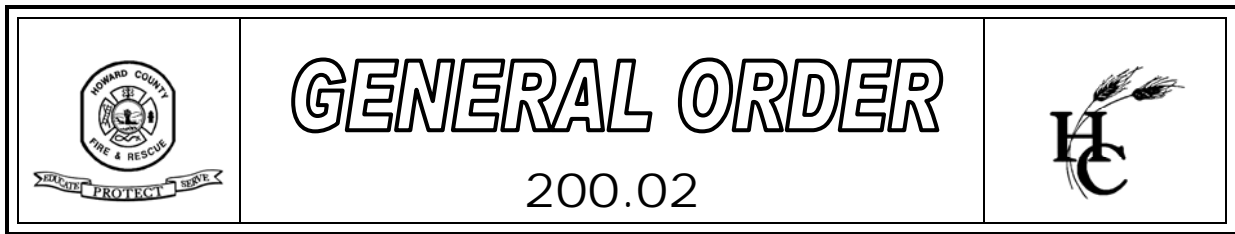
The Emergency Services Command Unit (Command 17) is an important resource to all Agencies/Departments within Howard County Government. The vehicle is designed to be used as a command post, for events and incidents requiring a significant coordination of resources. The Office of Emergency Management, Operations Section is responsible for deploying, operating and maintaining the Emergency Services Command Unit (ESCU). This Policy provides procedures and guidelines for the use of the Emergency Services Command Unit. The vehicle is currently located at Fire Station # 11 and is managed by the Office of Emergency Management Operations Section.

1 DEFINITIONS

- 1.1 **Emergency Services Command Unit (Command 17):** A vehicle available to all Agencies/Departments within Howard County Government for field communications and major incident command post operations. (Referred to hereafter as either "ESCU" or "Command 17").
- 1.2 **Operator:** People (a member of The Office of Emergency Management or Police employees) qualified to set-up and operate all systems and components to include but not limited to; radios, computers, cameras and printers.
- 1.3 **Driver:** A person approved and licensed to drive the vehicle.
- 1.4 **In Reserve - Stand by:** The employee is assigned a response classification that requires an immediate telephone acknowledgment on activation (<5 minutes; 30 minute launch; 90 minute arrival). This response is typically while off-duty (not during normal work hours) and is usually in support of an emergency operation (Fire Investigator, OEM personnel, etc.).
- 1.5 **Howard:** For the purpose of this order the term "Howard" refers to the Howard County 911 Dispatch Center.

2 CRITERIA FOR USE

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2.1 The unit is available 24 hours a day, 7 days a week. The unit is generally staffed Monday through Friday 0700-1530. Evenings, weekends and holidays are staffed on an In Reserve-Stand By basis.

2.1.1 When there is a need for the ESCU outside of the automatic dispatch criteria, the Incident Commander or designee will notify “Howard” to request the unit. At that time the following information will be supplied.

- 2.1.1.1 location of incident
- 2.1.1.2 nature of incident
- 2.1.1.3 best approach to the scene
- 2.1.1.4 any special needs of the situation

2.1.2 “Howard” will contact via tone pager the In Reserve-Stand By personnel from the Office of Emergency Management and provide them with all pertinent information.

2.2 Pre-Planned Events

2.2.1 Use of the unit for pre-planned events, training and public education will be scheduled and coordinated through the Office of Emergency Management, Operations Section Captain.

3 REQUIREMENTS AND LIMITATIONS

3.1 The ESCU is a large vehicle and the following limitations apply:

- 3.1.1 Requires firm level ground for positioning.
- 3.1.2 A 20’ overhead clearance is needed for deployable roof mounted equipment, also overhanging trees and wires can present a danger to the vehicle and mounted equipment.
- 3.1.3 Due to the width of the unit, a 15’ minimum, it may not be possible to situate the unit in narrow lanes and drives. Sufficient space to maneuver is required.

3.2 The following requirements will be utilized.

3.2.1 When deployed on the scene of an incident, the ESCU will be positioned in a safe location, without blocking other vehicles or apparatus access to and from the scene. The vehicle operator has the responsibility, in conjunction with Incident Commander (IC), as to the safe placement of the vehicle. The final decision is indicated by the IC.

3.2.2 The vehicle operator will be responsible for access to the vehicle and ensure Command Post operations will not be disrupted.

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- 3.2.3 The Incident Commander will dictate who has and does not have access to the ESCU. Situations may dictate access privileges.

4 INDICATED USES

- 4.1 The Emergency Services Command Unit can be an important asset at large events and its use is encouraged. It provides a secure, controlled environment from which ongoing investigations, special events, or emergency situations can be coordinated. These include:

- 4.1.1 Law Enforcement Requests
- 4.1.2 Major highway accidents
- 4.1.3 Extended incidents
- 4.1.4 Lost child/missing person searches
- 4.1.5 Technical Rescue
- 4.1.6 Hazardous materials incidents
- 4.1.7 Multi-alarm fires
- 4.1.8 Civil disturbances and demonstrations
- 4.1.9 Any disaster or major incident not specifically identified in the section
- 4.1.10 Special events or assignments requiring coordination of Departmental resources

5 OPERATIONAL RESPONSIBILITIES

5.1 Operators

- 5.1.1 Ensure the vehicles response readiness
- 5.1.2 Determine the best route to the scene and respond safely. The vehicle typically responds non-emergency but at the discretion of the operator the vehicle can respond emergency if necessary. Operators must use their best discretion in whether to respond emergency or non-emergency to the scene.
- 5.1.3 Advise “Howard” when en route and give the ETA
- 5.1.4 Once on the scene make contact with the Incident Commander
- 5.1.5 Set up the ESCU for use and maintain its continuity of operations.
- 5.1.6 Maintain interior security of the Emergency Services Command Unit
- 5.1.7 Clean and reorganize the unit for return to service at the conclusion of the event
- 5.1.8 After each use, ensure prompt replacement of used or defective equipment
- 5.1.9 Operate the unit in accordance with established guidelines and training
- 5.1.10 Maintain applicable licenses as needed
- 5.1.11 Insure vehicle is locked when not in use.

- 5.2 Office of Emergency Management Operations Section will coordinate the following:

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- 5.2.1 Maintenance and repair issues will be scheduled through the Fire & Rescue Fleet Division
- 5.2.2 Initial and in-service training for all operators
- 5.2.3 Regular communication with Police Department counterparts on all matters relating to the Emergency Services Command Unit.

6.0 Training

- 6.1 Operators will train regularly with the Emergency Services Command Unit in order to maintain their proficiency with the vehicle and its equipment operations. Training programs will be developed and administered by the Office of Emergency Management Operations Section.

Approved:



William F. Goddard, III
Chief