


LORAIN COUNTY FIRE DEPARTMENTS

Standard Operating Guidelines

Response to State Emergency System Requests for Assistance	SOG: 015 Effective Date: May 24, 2007 Supersedes: N/A Approved:  President, Lorain County Fire Chiefs Association Page 1 of 4
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1.0 PURPOSE

To provide a guideline for the notification, coordination, and response of emergency responders from Lorain County to requests for assistance issued through the Ohio State Emergency Response System (OERS).

2.0 DIVISIONS AFFECTED

All Fire Department personnel
Lorain County 911

3.0 RESPONSIBILITY

- All Officers are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
- All Lorain County 911 operators and fire department members have the responsibility to learn and follow this guideline.

4.0 GUIDELINES

- 4.1 Upon receiving a request from the State Central Dispatch for an emergency response, the dispatcher shall:
- a. Verify incident information with Central Dispatch Center, including
 - Incident nature
 - Incident location
 - Resources needed
 - Numbers/types of resources needed
 - Type of response being requested (Standard or Scramble)
 - Staging area location
 - Special instructions
 - Code word for incident
 - Callback numbers for Central Dispatch

- b. Initiate notification of request to county fire departments who have indicated their desire to participate in the OERS program. These department shall be notified through use of:
 - Ring down through 911 communication system
 - Pager or alert to designated fire department representative.
- c. Notify the Lorain County OERS coordinator of the request.
- d. During notification, the 911 operator shall provide an overview of the incident nature, location, resources requested, and type of response requested, where:

Scramble: Immediate response (enroute within 30 minutes and able to operate on site up to 24 hours)

Standard: Delayed response (enroute within 3 hours and able to operate on site up to 72 hours).

5.0 Fire Department Acknowledgment

- 5.1 Upon receipt of the request for assistance, and if desired, each fire department shall follow their internal standard procedure to obtain approval to participate in the response. The department must be able to fully comply with the request including type of resources needed and type of response (Standard or Scramble). No partial/delayed responses nor abbreviated on-site operations will be accepted. It is recommended that an officer accompany department personnel.
- 5.2 If a department receives approval from their chief officer or designated representative to respond to the request, a designated representative shall contact LC 911 via phone (322-5888) and advise the operator of their availability to respond.
- 5.3 If the department is accepted by LC 911 for response, the caller shall be given all of the incident information, including:
 - Incident nature/location
 - Types of resources needed
 - Confirm the type of response (Standard vs. Scramble)
 - Special instructions
 - Exit gate location (see section 7.1)
 - Location and directions to scene staging area

- 5.4 Prior to their departure for the Exit Gate, the department shall assure the following needs for responding resources:

Personnel:

- Driver's license or photo ID.
- Trained, qualified and experienced in the positions for which they are mobilized.
- Fully equipped with required personal protective and safety equipment for expected hazards
- Consider a personal travel kit, with all necessary hygiene/medical care items for the duration of the deployment. Additional clothing and supplies should be considered for use during non-incident operations or rest periods.

Vehicles/equipment:

- Fully fueled and serviced.
- Capable of operating for expected incident duration.
- Supply of extra batteries and/or chargers.

6.0 Report to Central Dispatch Center

- 6.1 When the LC 911 center has received a sufficient number of acknowledgments from departments able to respond, the center shall:

- Advise additional department callers that the request has been filled.
- Notify Central Dispatch via phone (1-888-822-4900) to confirm that the request has been filled and units will be responding. LC 911 shall follow-up with a fax listing of departments and equipment assigned to the response.

- 6.2 When the LC 911 center has not received a sufficient number of acknowledgments able to respond, the center shall:

- Notify Central Dispatch via phone (1-888-822-4900) to confirm that the request has been partially filled and units will be responding. LC 911 shall follow-up with a fax listing of departments and equipment assigned to the response

7.0 Department Response to Incident

- 7.1 Lorain County shall use a modified Exit Gate system for the initial assembly of responding resources. Dependent on the incident location, LC 911 shall

determine the appropriate Exit Gate location, using the following predetermined Exit Gate assembly points:

- Gate #1: Elyria Township Fire Department - for incident locations west of Lorain County, accessible via SR 2 or the Ohio Turnpike westbound.
- Gate #2: Wellington Fire District - for all incident locations south of Lorain County, accessible via SR 58 to I-71 southbound.
- Gate #3: Oberlin Fire Department - for incident locations west of Lorain County, accessible via US Rt 20 westbound.
- Gate #4: Avon Fire Department - for incident locations east of Lorain County, including Cuyahoga County and accessible via SR 2 or I-90 east.
- Gate #5: North Ridgeville fire station #2 - for incident locations east of Lorain County, accessible via I-480 or the Ohio Turnpike eastbound.

7.2 Once assembled, the highest ranking officer shall assume the position of Task Force Leader for the duration of convoy travel to the incident staging area. This officer shall be responsible for the following:

- Notification of LC 911 of exit gate departure and incident arrival times.
- Coordination of vehicle refueling stops.
- Coordination of personnel needs, including shelter, food, and rest periods.
- Coordination of radio communications between resources/vehicles.

7.3 Upon arrival at the incident staging area, the Task Force Leader shall report to the Staging Manager or other designated person to initiate the incident check-in process as directed.

7.4 When officially released from the incident, the Task Force Leader shall assume responsibility of the convoy for the return travel to Lorain County, including all items listed in section 7.2 and notification of LC 911.