

Grand Forks Fire Department

Standard Operating Procedures

SOP# 803.03	Section Communications	Title Dispatching the Emergency Manager
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I. Scope

This standard specifies the circumstances under which the Emergency Manager shall be notified. It was promulgated to provide notification to the Emergency Manager that existing conditions might require activation of the city, county, or district Emergency Operations Center (EOC) or implementation of any of the provisions of the local emergency management plan.

II. General

- A. The law requires that each political subdivision within the state prepare an emergency management plan. This assigns the responsibility for the preparation and maintenance of the disaster preparedness plan to the emergency manager.
- B. A copy of the emergency management plan is on file in the dispatch office for use in the event of a disaster.
- C. The Mayor has assigned the responsibility for emergency management to the Emergency Manager.
- D. In the event of a disaster, the emergency manager is responsible for activating the EOC and providing advice and assistance to the Mayor.
- E. The emergency manager or his designee shall be notified whenever any of the following conditions exist:
 - 1. The issuance of a severe weather statement by the National Weather Service.
 - 2. Confirmation of a tornado or other weather-related emergency by a weather official, law enforcement officer, or other responsible party.
 - 3. On request of the police department in the event of civil unrest.

4. On the request of the incident commander at a hazardous materials accident or spill.
 5. On the request of the incident commander at a multiple-casualty incident.
 6. Anytime that special circumstances warrant notification.
- F. The EOC shall be activated upon the request of the highest ranking fire officer on the incident scene, according to his initial estimate of the situation. When in doubt the EOC should be activated. Control of the incident shall pass to the EOC when activated. The EOC commander shall be the Emergency Manager or his designee. The forward command post shall continue to be controlled by the original on-site fire officer.
- G. Initial manning of the EOC shall be designated by the Emergency Management office; typically it would consist of the Emergency Manager, the Mayor or his designee, the Police Chief or his designee, the Fire Chief or his designee, two HAM radio operators, and two clerical assistants. The initial call up of the EOC staff shall be made by Central Dispatch when requested to activate the EOC.
- H. The Grand Forks City/County EOC is located in the basement of the Law Enforcement Building.