

CHAPTER 3
EMERGENCY ORGANIZATION
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CHAPTER 3

EMERGENCY ORGANIZATION

1. PURPOSE. The purpose of this chapter is to outline an emergency organizational structure for the *(insert your Division/Department/Agency)*.

2. POLICY.

a. Policy supporting emergency organization requirements is contained in *(insert your Divisions/Departments/Agencies appropriate manual)*.

b. The basic organizational structure which will be employed at the *(insert your Division/Department/Agency)* for emergency incident management, is as follows:

(1) Incident Command System. The *(insert your Division/Department/Agency)* emergency organization will be managed utilizing Incident Command System (ICS) concepts by appointing an Incident Commander (IC) and support functions, as necessary. The appointed person will serve as the IC only until the *(insert local CHP area office)* has been notified and arrives to assume IC responsibilities.

(2) Unity of Command. The emergency organization will be structured so that each employee will be accountable to their immediate manager/supervisor. Each manager/supervisor will be responsible to the IC.

(3) Emergency Incident Assignments. Employees should be assigned tasks with which they are most familiar and/or specifically trained to perform (e.g., evacuation procedures, post-evacuation procedures). The *(insert local CHP area office)* or local law enforcement agency will be responsible for bomb searches, search and rescue, medical emergencies, etc.

3. COMMAND STRUCTURE.

a. Incident Commander. *(Indicate who the designated IC is, and the designated alternate[s])*.

b. Incident Command Post.

(1) All incident operations will be directed from the Incident Command Post (ICP) by the IC *(Indicate what the IC will use to establish the ICP, e.g., marked vehicle, identifiable flag)*. Once the *(insert local CHP area office)* arrives to assume IC responsibilities, a marked black and white CHP patrol vehicle will

be used to establish the ICP. The ICP will be established in a location from which the incident can be managed effectively and safely. For the anticipated ICP location, refer to Annex C of this chapter. There should normally be only one ICP per emergency incident. In a Unified Command structure where several agencies or jurisdictions are involved, the responsible individuals, designated by their respective agencies, should be co-located at the ICP. The planning function is performed at the ICP, and all communications should be established at this location.

(2) *(Indicate who will be responsible for establishing an ICP).* The ICP location is subject to change once the *(insert local CHP area office)* arrives and assumes IC responsibilities.

c. Communications. Cellular telephone and/or *(insert your Division/Department/Agency)* radio *(If applicable)* will provide the primary means of communication during an emergency incident (with the possible exception of a bomb threat). The ICP should serve as the primary dispatch point unless otherwise delegated by the IC.

d. Media Relations. An evacuation of the *(insert your Division/Department/Agency)* facility will most likely draw media attention. Employees may be approached at any time by a member of the media seeking information regarding the incident. A response of “no comment” can be damaging to media relations. Details concerning emergency incidents and the efforts to mitigate them should be provided to the media in a timely manner by an assigned Public Information Officer (PIO). Questions directed to employees by the media should be referred to the assigned PIO.

e. Bomb Search/Search and Rescue Teams. *(If applicable).* Once an ICP has been established, *(insert name and title of responsible person(s) in your Division/Department/Agency)* will organize Search and Rescue/Bomb Search Teams as necessary. Search teams are comprised of trained uniformed personnel assigned to *(insert assigned area)*. Search and Rescue/Bomb Search Team responsibilities are outlined in Chapter Four, Emergency Incident Response. A roster of trained personnel is located in Chapter One, Emergency Information.

f. Emergency Medical Technician Teams. *(If applicable).* Emergency Medical Technician (EMT) Teams will provide initial medical assistance to injured personnel. If necessary, EMT teams will be responsible for organizing triage sites at strategic locations outside the *(insert your Division/Department/Agency)* facility. EMT teams are comprised of EMT-trained personnel assigned to *(insert assigned area)*. EMT responsibilities are outlined in Chapter Four, Emergency Incident Response. A roster of trained EMT personnel is located in Chapter One, Emergency Information.

ANNEX A

ASSEMBLY AREA(S)

(Insert a copy of a map indicating the assembly area[s].)

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ANNEX B

ALTERNATE ASSEMBLY AREA(S)

(Insert a copy of a map indicating the alternate assembly area[s].)

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ANNEX C

INCIDENT COMMAND POST

(Insert a copy of a map indicating the anticipated Incident Command Post location.)