

CHAPTER 9
MOBILE CONSOLIDATED COMMAND CENTER
FEBRUARY 2019
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CHAPTER 9

MOBILE CONSOLIDATED COMMAND CENTER

1. PURPOSE. The purpose of this Highway Patrol Manual (HPM) is to provide standardization in the use, operation, maintenance, training, and reporting procedures for the Mobile Consolidated Command Center (MC3). Standardization will facilitate and ensure the safe, effective, and efficient use of the vehicles and their equipment.

2. MOBILE CONSOLIDATED COMMAND CENTER. The MC3s are state assets purchased with federal funds, designed to serve as emergency incident management tools. These vehicles provide the Department with mobile facilities and interoperable communication equipment for utilization at departmental and multijurisdictional incidents and events. The capabilities of the MC3s can serve as temporary Area offices with limited dispatch facilities.

3. MOBILE CONSOLIDATED COMMAND CENTER DIVISION TEAMS. The MC3 Division Teams are specialized teams trained to provide technical and incident management support to the incident command staff requesting use of the MC3. Each field Division shall develop and maintain a proficient MC3 Division Team comprised of a minimum of ten members. The team should be capable of deploying and staffing the MC3 with sufficient personnel to support the incident command staff and MC3 for the duration of a deployment and in accordance with the staffing and training standards indicated within this chapter.
 - a. Personnel. All personnel assigned to an MC3 Division Team shall be trained in the setup and operation of the MC3. Each Division Team member shall be familiar with all MC3 policies and procedures and maintain current certification as an MC3 operator by completing all required training.

 - b. Positions. A variety of skills are needed by the teams for the successful deployment and operation of the MC3s. At a minimum, teams should consist of the following positions:
 - (1) Class "A" licensed driver with necessary endorsements.
 - (2) Public Safety Dispatcher.
 - (3) Local Area Network/Wide Area Network Coordinator.
 - (4) Support Officers.

c. Training.

(1) Mobile Consolidated Command Center Instructor Training.

(a) Emergency Operations and Safety Services (EOSS) Section has developed a MC3 Train the Trainer Course to qualify personnel as MC3 instructors. This course is a 24-hour training course facilitated by the host Divisions. Each host Division shall maintain two MC3 instructors. Host Divisions shall conduct the train the trainer course as needed.

(b) The MC3 instructors who provide team member training shall submit trainee names to EOSS Section upon completion of the course.

(2) Mobile Consolidated Command Center Team Member Training.

(a) Initial team member training consists of 16 hours of instruction from an MC3 instructor through training exercises and deployments.

(b) Team members are expected to develop and maintain proficiency with all operational aspects of the MC3 and shall ensure their certification is entered into the Employee Training Records System.

(3) Exercises. In order to maintain proficiency with the MC3, Division teams shall conduct MC3 training exercises on an annual basis.

d. Drivers. Each MC3 driver shall be a uniformed MC3 Division Team member who possesses a valid commercial class A California Driver's License with the necessary endorsements. Fees for required medical examinations will be reimbursed by the Department and should be submitted as a business expense using a travel claim. Prior to assignment as a team driver of an MC3, drivers shall show proficiency in operating the MC3.

(1) Drivers are responsible for maintaining all necessary driving documentation (log books, daily vehicle inspections, etc.), in accordance with the Basic Inspection of Terminals (BIT) Program requirements. (See paragraph 11. of this chapter.)

(2) While driving the MC3, the driver shall not:

(a) Conduct traffic stops.

(b) Participate in pursuits.

(c) Transport prisoners.

(d) Tow or push any vehicles or objects other than the MC3 trailer.

e. Uniform. The official MC3 Division Team uniform shall be the utility uniform. The utility uniform and police protective equipment shall be worn in accordance with HPM 73.5, Uniform/Grooming and Equipment Standards.

4. DIVISION RESPONSIBILITIES.

a. Host Divisions. Host Divisions house an MC3, coordinate deployments and use with nonhost Divisions, and perform ongoing general maintenance to the tractor and trailer. Host Divisions should assign an MC3 host Division coordinator. The host Division coordinator will act as a liaison between the host Division and nonhost Division.

b. Nonhost Divisions. Nonhost Divisions do not have an MC3 housed within their Division.

c. Division Assignments. One MC3 will be hosted by Golden Gate Division in the northern half of the state. The other MC3 will be hosted by Southern Division in the southern half of the state. (See paragraph 5.d. of this chapter for recommended region of deployment.)

d. Standard Operating Procedures. Host Divisions shall coordinate with nonhost Divisions within their respective regions to develop written Standard Operating Procedures (SOP) for the MC3 under their purview. The SOP should include up-to-date rosters of MC3 Division Team members and contact information, an e-mail account for submitting deployment notifications to the host Division, and any additional MC3 training requirements (beyond those outlined herein). The host Division should revise and maintain the SOP as needed. Current SOPs shall be submitted to EOSS Section. Nonhost Divisions will still be required to have an SOP and may work with their MC3 host Division for its development.

(1) Vehicle Maintenance. Host Divisions shall be responsible for the general maintenance of the MC3 in accordance with manufacturer recommendations. The Help Desk shall be contacted to facilitate maintenance of MC3 technical components, as necessary, by sending an e-mail to helpdesk@chp.ca.gov. The Emergency Management Unit shall also be notified of any technical maintenance requests, by sending an e-mail to emu@chp.ca.gov. Modifications or structural changes shall not be made to the MC3 without approval from EOSS Section.

(2) Deployment. Host Divisions shall make themselves available to allow access to the MC3s by nonhost Divisions. Deployment procedures shall be included within the host Division's SOP.

5. MOBILE CONSOLIDATED COMMAND CENTER USE. The MC3s shall only be used for authorized incidents, events, and training exercises. With the exception of routine training exercises, MC3 deployments will be mission specific. These missions include, but are not limited to: response to a major natural disaster, response to a major incident (crime/collision) with the need for a command center for an extended duration, response to an approved request from an allied or state agency, and use at preplanned operations. The MC3 shall be staffed by MC3 Division Teams during all deployments.

a. Request for Service. The MC3s shall only be deployed upon request from the affected Division, or as directed by Assistant Commissioner, Field. Request for service should be made through the host Division coordinator. Two e-mail accounts have been created to schedule and track availability of the MC3s: MC3-North@chp.ca.gov is the assigned account for the northern MC3, and MC3-South@chp.ca.gov is the assigned account for the southern MC3. Each host Division coordinator has administrative access to the MC3 calendar associated with the e-mail account and maintains the MC3 schedule. Upon receipt of a deployment request or directive for deployment, the host Division coordinator shall create a "meeting" on the calendar to indicate use of the MC3. Nonhost Division coordinators can view the MC3 calendar but cannot create or edit a meeting.

(1) Emergency Use. For emergency incidents necessitating immediate deployment of the MC3, the Area/Division requesting the MC3 shall obtain approval from their Division commander. Approval may be granted via phone but shall be followed by a written memorandum or e-mail. The requestor shall submit the approved written request to the host Division coordinator containing the reason for the deployment and, if possible, the estimated length of deployment. Upon receipt of an emergency use request, the host Division coordinator will confirm that the MC3 is available and that no other priority requests have been made. (See paragraph 5.b. of this chapter.) If the MC3 is available, the host Division will coordinate with the requesting Division for deployment.

(2) Preplanned Use. To request the MC3 for preplanned use, the Area/Division requesting the MC3 shall obtain approval from their Division commander. The requestor shall submit an e-mail to the appropriate account containing a brief description of the event or training, the dates of use, and any special considerations (e.g., a request for a driver from the host Division). Nonhost Division coordinators should confirm any deployment requests with an e-mail to the host Division coordinator. Upon receipt of a preplanned use request, the host Division coordinator will confirm that the MC3 is available and no other priority requests have been made. (See paragraph 5.b. of this chapter.) If no conflicts exist, the host Division coordinator will create a meeting on the calendar to indicate scheduled use of the MC3.

b. Prioritization of Use. Should multiple deployment requests be made for the same dates, use of the MC3s shall be prioritized accordingly.

(1) Emergency Incidents. All real-time emergency incidents take precedence over training exercises and preplanned events. In the event that multiple Divisions require an MC3, Assistant Commissioner, Field, shall be notified. **Assistant Commissioner, Field, has ultimate authority over asset allocation.**

(2) Nonemergency Events. Preplanned events and training exercises submitted to the MC3 e-mail calendar will be prioritized based on the significance of the event. Division MC3 coordinators, and Division commanders as necessary, should work together to resolve scheduling conflicts.

c. Travel Authority for Mobile Consolidated Command Center Use. If overnight travel is required for deployment, or lodging expenses exceed the maximum rate, all requests must be submitted in writing to their respective Division three weeks prior to the date of travel unless an emergency deployment is required. (Refer to HPM 11.1, Administrative Procedures Manual, Chapter 2, Travel Advances and Expense Claims.)

d. Division Assignments. Divisions may submit requests for usage of either the northern MC3 or the southern MC3 to the respective host Division. However, in order to better facilitate response time and logistics, it is recommended that:

(1) Northern and Valley Divisions should make deployment requests to Golden Gate Division for the northern MC3.

(2) Border and Inland Divisions should make deployment requests to Southern Division for the southern MC3.

(3) Central and Coastal Divisions may make requests for either the northern or southern MC3.

e. Deployment.

(1) Deployment Planning. Prior to all deployments, the MC3 Division Team supervisor shall discuss the mission objectives and course of action to complete the mission with team members. The deploying MC3 Division Team shall complete an MC3 pretrip inspection prior to deployment.

(2) Response. The requesting MC3 Division Team is expected to deploy the MC3 from the host Division MC3 housing location. A support vehicle should accompany all MC3 deployments. Nonhost Division teams may request the

host Division to drive the MC3, partially or completely, to the scene in situations where time is of the essence. Approval for such requests will depend on the availability of resources in the host Division and shall be granted or denied by the host Division commander or designee.

(3) Notification. Notification to Emergency Notification and Tactical Alert Center shall be made by the deploying MC3 Division Team for all deployments to emergency incidents. The notification should be made as soon as possible. Notifications are not required for scheduled events and training exercises.

(4) Setup. The MC3 shall be setup as outlined in the SOP located within each MC3. A safety briefing shall be conducted prior to setup to identify site hazards and review safety considerations for working in and around the MC3. A minimum of two personnel and no more than four trained team members should be engaged in the setup and teardown, though more may be utilized for security/perimeter control. One team member shall be identified as the “safety officer” to oversee setup and teardown. The safety officer will stop operations if a hazard is identified. The MC3 Setup and Teardown Procedures shall be utilized to ensure the safety of personnel and the protection of equipment.

(5) Operations. The MC3 Division Team supervisor shall be responsible for staffing the MC3 to the level appropriate for the mission assigned. A minimum of one MC3 Division Team member shall be with the MC3 at all times during operation to provide operational and logistical support. If during a deployment there are periods of time the MC3 is not in use, it may be locked and left unattended if setup in a secured location not accessible to the public.

f. Deactivation/Resupply. Before returning the MC3 to the designated storage location, the deploying MC3 Division Team shall ensure that:

- (1) All equipment and laptops are inventoried and inspected for damage.
- (2) All equipment is neatly replaced within the trailers.
- (3) All supplies are restocked and neatly organized in the appropriate storage locations.
- (4) The tractor and generator are refueled.
- (5) The tractor and trailer are clean and free of debris.
- (6) The tractor and trailer exteriors are washed, if needed.
- (7) Damage, loss, or inoperable equipment shall be documented and reported to the host Division.

g. Prohibited Use. The MC3 shall not be used for the transportation of prisoners, as a booking facility, or for use by the public.

6. SECURITY. When securing the MC3 at the end of a deployment, all unsecured equipment shall be inventoried and placed in locked storage compartments or removed from the MC3 and placed in locked storage at the designated facility. All weapons shall be removed from the MC3 and secured at the designated facility armory or in a California Highway Patrol enforcement vehicle.

7. COLLISION/INCIDENT REPORTING. In the event of a collision or incident, involved MC3 Division Team personnel shall immediately notify the on-duty MC3 supervisor. The on-duty MC3 Division Team supervisor shall ensure the incident is properly investigated and the appropriate documentation completed. The supervisor shall notify the host Division and EOSS Section as soon as practical.

8. STORAGE. The MC3 Division Team members shall take care to protect the MC3 from unnecessary exposure to the elements at all times. When not in use, the MC3 should be cleaned and properly stored in its designated location.

9. CARE AND MAINTENANCE. No structural modifications shall be made to the MC3 without written approval from EOSS Section. The MC3 shall be maintained in a neat and clean condition at all times. Maintenance shall be performed in compliance with manufacturer recommendations.

a. Deployed.

(1) The MC3 Division Team operating the MC3 is responsible for the vehicle and its equipment. The team members shall maintain responsibility for the MC3 and its equipment until it is returned to the host Division.

(2) Any departmental employee who witnesses damage to the MC3 shall report the damage to the deploying MC3 Division Team supervisor. The appropriate report shall be completed immediately and submitted to the host Division and EOSS Section.

b. Stored.

(1) Maintenance and cleaning shall be performed by the host Division team personnel or authorized vendors.

(2) Regularly scheduled maintenance and incidental repairs shall be performed by authorized technicians coordinated by the host Division's MC3 Division Team coordinator. Large repairs and warranty work shall be coordinated with EOSS Section.

NOTE: The host Division coordinator shall create a meeting on the appropriate MC3 calendar to indicate any scheduled maintenance or repair affecting the availability of the MC3.

(3) A systems update and test shall be performed and documented to address the operability of:

(a) Internal Systems.

1 Mechanical systems and appliances (quarterly): Heating, ventilation and air conditioning, refrigerator, microwave, and coffee maker.

2 Moveable electronics (monthly): Digital video recorders, laptops, monitors, printers/fax, radios, telephones, and remotes.

3 Installed systems (monthly): Network components, dispatch consoles, latches, and interior lights.

(b) External Systems.

1 Mechanical systems (quarterly): Awning, generator, mast, hydraulic leveling equipment, water supply system, and slide-out system.

2 External components (quarterly): Radio antennas, Shore Power cables/connectors, doors, and belly lock boxes.

3 Electronics (quarterly): Cameras, exterior lights, public address system, satellite television, warning indicator lights, and satellite system.

(4) Any damage to the MC3 shall be properly documented and reported to EOSS Section.

10. BUDGET.

- a. Division Team. The MC3 Division Team deploying the MC3 is responsible for notifying the host Division of supplies used during a deployment that may require restocking upon deactivation or return to the designated storage location.
- b. Host Division. Host Divisions are also fiscally responsible for the following items:
 - (1) Replacement of cleaning supplies and worn equipment (such as water hoses, tools, snow chains).
 - (2) Maintenance and service costs of the tractor/trailer and associated equipment.
 - (3) All costs incurred in the upkeep of the terminal.
 - (4) Satellite communications services contracts (phone and internet), which are managed by Telecommunications Section.
 - (5) Satellite television services contracts are managed by the host Division.

11. BASIC INSPECTION OF TERMINALS PROGRAM.

- a. Terminals. A terminal has been established at the storage location of each MC3, as required by California Vehicle Code (CVC) Section 34501.12. Under this section, also known as the BIT Program, the terminals are subject to inspection of all driver and maintenance records.
- b. Host Divisions. The host Division is responsible for the direct oversight of their terminal and shall ensure compliance with all BIT Program requirements. Host Divisions shall contact their local Motor Carrier Safety Unit or Commercial Vehicle Section for further information regarding reporting and record retention requirements.
- c. Basic Inspection of Terminals Program. All MC3 Division Team drivers shall participate in the BIT Program. Drivers shall comply with all licensing and certification requirements, in addition to maintaining necessary documentation (log books, daily vehicle inspection, etc.). In the event a driver assigned to the southern BIT terminal operates the northern MC3, or vice versa, the driver shall submit their log to the terminal to which they are assigned, regardless of which MC3 they are driving.

d. Office of Primary Interest. Commercial Vehicle Section is the Office of Primary Interest for all matters concerning the BIT Program.

e. Inspection.

(1) Each MC3 shall undergo the equivalent of a pretrip inspection by the end of each month. The inspection shall consist of a vehicle condition report pursuant to Title 13, California Code of Regulations, Section 1215(c). The driver shall document the inspection on a pretrip inspection checklist or equivalent form. When a pretrip inspection is completed prior to the operation of the vehicle, the requirement for the monthly inspection will be satisfied.

(2) In compliance with CVC Section 34505.5(a), each MC3 shall undergo a Commercial Vehicle Safety Alliance Level 1, North American Standard Inspection every 90 days. The inspection shall be documented on the CHP 108, Truck and/or Tractor Maintenance & Safety Inspection, or equivalent form.

(3) Records of inspections shall be kept at the MC3 terminal for a minimum of two years. Any records shall be made available to EOSS Section or other authorized departmental personnel upon request.

f. Generator Inspection/Registration. The California Environmental Protection Agency, Air Resources Board, requires that generators be registered every three years. Within 45 days of the registration renewal date, the host Division shall contact the appropriate Air Quality Management District (AQMD) and schedule an inspection. The inspection must be completed within one year of the renewal date.

South Coast AQMD
21865 Copley Drive
Diamond Bar, CA 91765
(909) 396-2000

Bay Area AQMD
375 Beale Street, Suite 600
San Francisco, CA 94105
(415) 749-4900

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE

**MOBILE
CONSOLIDATED COMMAND
CENTER**



SETUP PROCEDURE

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE (*continued*)

LEVELING

- Site planning (dimensions, flat surface, clearance for stairs, slide-out [70 inches] and extension of the mast, connection to Shore Power and Local Area Network (LAN)/Wide Area Network (WAN).
- Park the tractor/trailer and set the parking brake.
- Release the tractor air suspension (the tractor must be running).
- Release the trailer suspension air bag by pulling the dump valve (in the second most forward left side belly box). Wait for all air to be released.
- Pull the pins from the strong arm support struts. Let the pins rest on the ground beside the footplates.
- Place wheel chocks on either side of the trailer tires, leaving a couple inches gap between the tire and the chock.
- Locate the Leveling Control Panel in the second most forward left side belly box. Press power. Lower the front stabilizing legs to the ground.
- Pull the locking pin lever to release the fifth wheel. Continue to lower the front stabilizing legs just enough to take the weight of the trailer off of the fifth wheel (approximately 1/4"; enough to see daylight between the skid plate and the trailer).
- Move the wheel chocks into place.
- Disconnect all glad hands and electrical connectors between the tractor and trailer. Attach the glad hands to the holders on the back of the tractor.
- Drive forward enough to separate the tractor from the trailer (and allow clearance to walk around trailer). Set the parking brake on the tractor.
- Level the trailer from side to side then front to back and using only the front leveling legs. ****Only use the Leveling Control Panel**** Be careful not to raise the trailer too much during the leveling process.

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE *(continued)*

- Press Auto Level to level the trailer. The rear trailer legs must be fully retracted for Auto Level to work. The Leveling Control Panel will make a dual tone beep when Auto Leveling is complete.
- Ensure that the rear tires maintain contact with the ground. The weight of the trailer should be on the trailer axel, not the support legs.
- Check your manual levels to confirm levelness of the trailer.
- Insert pins into the strong arm support struts. The support strut should be held in place about 1" above the footplate.

POWER -IF USING GENERATOR POWER-

- Switch the generator engine speed to "Low" at the Generator Control Panel.
- Turn the generator on at the Main Power Control Panel (left front belly box).

-FOR GENERATOR OR SHORE POWER-

- Turn on interior lights and any necessary scene lights at the lower DC breaker panel.

STAIRS

- Remove stair components from belly box and set corresponding components next to the doors. *Note labels on the platforms and legs.
- Adjust the support legs so they are as tall as the bottom of the hooks. Place the platform hooks into the trailer hooks located beneath each door.
- Insert the support legs into the sockets on the underside of the platforms and insert the pins to lock them into place (align labels). Level the platform by making further adjustments to the support legs.
- Put the railings up on the platform and tighten the set screws.

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE (*continued*)

- While holding the stair treads up at an angle, insert the railings into the stair sockets and tighten the set screws.
 - Insert the stair hooks into the platform hooks. Do not use the railings to lift the stairs.
- SLIDE-OUTS**
- Ensure that all lower compartment doors are closed.
 - Send a spotter into the trailer to check the front slide-out tracks for any obstructions. Spotter will stand at the front doorway while opening the slide-out.
 - A relay person will stand at the front of the trailer to communicate with the slide out operator.
 - After the spotter has cleared the front slide-out, they will call out “ALL CLEAR.” The person at the front of the trailer will relay the message.
 - Slide-out operator will insert the slide-out control pendent into the forward connector plug, switch the slide-out control to the “OUT” position and hold. Listen for any unusual grinding noises or warnings from the spotter or relay person.
 - Allow the slide-out to fully extend and torque once before switching the control pendent to the neutral position and removing it from the connector plug.
 - The spotter will move to the rear door and inspect the rear slide-out tracks for any obstructions.
 - Relay person will move to the rear of the trailer to assist with communication between the spotter and the slide-out operator.
 - When the spotter has cleared the rear slide-out, they will call out “ALL CLEAR.” Relay person will repeat the message to the slide-out operator.
 - Slide-out operator will insert the control pendent into the rear connector plug, switch the slide-out control to the “OUT” position and hold.

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE (*continued*)

- Listen for the any unusual grinding noises or the word “STOP” from the spotter or relay person.
- Remove the pendent from the rear plug and place it in the Power Control Panel compartment.
- Once the slide-outs have been fully extended, ensure that the trailer is still level (there should not be any noticeable shift; however, it is best to verify).

FLOORS

- Position two people outside under the front slide-out and one person inside the Operations Room to help guide the floor. Open the clamp pins on each end of the slide-out section fold-down floor, being sure to fully retract the clamp pins so they clear the wall.
- Slowly lower the floor until it rests on the trailer frame, and the support edges make contact with the gaskets on the edges. Be careful not to pinch fingers.
- Use the same clamp pins that held the floor up in position to lock the floor in the down position by extending the pin under the frame of the floor. To help guide the pins into place, have someone stand on the floor above the pin, while the person below the floor extends the pin.
- Position two people under the rear slide-out and one person inside the Conference Room. The two people outside will retract the clamp pins while preparing to hold the weight of the floor.
- Slowly lower the floor into place while the person inside the trailer watches and helps guide, if necessary. The person inside the Conference Room will stand on the floor above the pins, while the person below the floor extends the pin.
- In the forward room of the trailer (Operations Room), remove the restraining straps that hold the bifold floor below the Operations Table in place.
- With one person on either side of the bifold panel, carefully lower the bifold floor using the grab handles and the edge of the floor allowing it to slide into place.

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE (*continued*)

- Move to the Conference Room and remove the restraining straps that hold the bifold floor below the conference table.
- With one person on each side of the bifold floor panel, carefully lower the floor using the grab handles and the edge of the floor.
- Retrieve the drop in panels from their storage locations and place them into their respective positions in the Operations Room and Conference Room floors. Use the grab handles, as needed, to fit panels around the black electrical transition boxes on the floor.
- Ensure that all flooring is properly installed and there are no trip hazards.

POWER

-IF USING GENERATOR POWER-

- Switch the generator engine speed to “High” power (at the Generator Control Panel). Always allow the generator to start on “Low” power and run for at least five minutes before switching to “High” power.

-IF USING SHORE POWER-

- Work with an electrician or power company technician to connect to a Shore Power source.
- Make sure the Shore Power source is off.
- Bring the cable through the cable “pass through” and connect to the 100-amp or 250-amp connections.
- Select EXT 1 or EXT 2.
- Turn on the Shore Power at the source.
- Turn on the Main External Alternating Current (AC) power breaker (EXT 1 or EXT 2) in the lower Power Control Panel. Check that the meter readings are correct.

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE (*continued*)

Enable the Automatic Transfer Switch (ATS). Generator engine speed should be set to “High” when the ATS is enabled.

Turn on the main breaker on the AC panel in the lower Power Control Panel.

Turn on necessary AC sub-breakers in the lower Power Control Panel.

MAST

Turn on mast compressor breaker, mast beacon, and mast lights at Main Power Panel. Ensure the yellow mast dump valve is closed (lever is vertical).

Press “Mast Up” to activate the system (mast controls are located in the right rear belly box).

Press “Reset.”

Press “Hold to Test” to verify the mast alarm is audible and working.

Press “Reset.”

Press “Mast Up” to deploy.

- Hold “Mast Up” until completely deployed-there are eight mast sections.
- “Hold” light will illuminate when completely deployed.
- Warning light will illuminate on left front side of the trailer.
- Warning light and alarm will activate in the tractor, if it is connected to the trailer.

INTERNAL BREAKER PANEL

Switch “Main” breaker to “On.”

Check meter readings.

Switch “HVAC” breaker on.

Switch “UPS” #1-4 and “Rack” #1-4 breakers on.

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE (*continued*)

Switch "Monitors/Printers" breakers on.

Switch "Outlet" breakers on.

Note: The Computer Aided Design (CAD) workstations are on the "Dispatch Outlets" circuit.

Switch "Appliances" breaker on.

HVAC

Power on HVAC at the thermostat.

- Press "Program" button.
- Press down arrow to select "System Status" then press the enter key.
- Press the enter key again. The cursor will drop down to "Stop."
- Press the down arrow key. "Stop" will change to "Run" and HVAC will start.

Set HVAC temperature.

- Press the "Program" button.
- Press the down arrow to select "Set Points."
- Press the enter key twice.
- The cursor should be on "Zone 1" temperature.
- Change the temperature with up/down arrows.
- Press the enter key to change to "Zone 2."
- Change the temperature with up/down arrows.
- Press the enter or esc key.

TURN ON RACK #1 AND #2

Remove chairs from the dispatch area and stow tie-down straps/bungee cords in the appropriate bin.

Turn on Uninterrupted Power Supply (UPS) #1 and #2 by pressing the "Test" button on each UPS.

Power on the TracStar Satellite Dish, if it does not turn on automatically.

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE (*continued*)

- Deploy the TracStar.
 - Press “Run” or “+.”
 - Satellite will automatically search for a signal and “LOCK” will be displayed when locked onto a signal.

- Ensure that the Block Up-Converter (BUC) is off (Mitec component).

- Raise roof radio antennas. When all personnel are off the roof of the trailer, power the BUC on **if using satellite for network connection.**

RADIOS

- Switch “Radio” breakers (bottom of Rack #4) on.
 - Ensure that antennas on roof are raised prior to turning radios on.

- Turn on radios that do not automatically turn on.
 - Let radios boot before turning on UPS #3 & 4.

- Turn on UPS #3 and #4 by pressing the “Test” button on each UPS.

- Turn on CAD workstations.

- Turn on all radios and scanner in Operations Room.

OTHER EQUIPMENT

- Remove tie-down straps/bungee cords from any remaining chairs and stow in the appropriate bin.

- Power on MotoSAT (DISH Network).
 - Press “Power.”

- Press “Find”-will deploy and lock onto signal.

ANNEX A

MOBILE CONSOLIDATED COMMAND CENTER SETUP PROCEDURE (*continued*)

- Power on monitors.
 - Select needed input (TV, AV, Component) based on video source from video router.
- Connect phones.
 - Use middle jack on non-video phone.
- Group phones by Incident Command System (ICS) position.
- Laptops.
 - Setup at desired locations.
 - Use Workstation port #1 or #3 or the PC jack on the back of the phone to connect to the network.
- Setup workstation fold-up tables.
- Remove window covers from windows.
- Extend awnings, if desired.

MOBILE CONSOLIDATED COMMAND CENTER



TEARDOWN PROCEDURE

EQUIPMENT POWER DOWN

- Shut down CAD workstations.
- Power off all radios and Scanner in Operations Room.
- Switch "Radio" breakers (Rack #4) to the "Off" position.
- Power off the BUC (Rack #1 Mitec).
- Stow radio antennas on roof.
- Stow TracStar Satellite Antenna.
 - Press the minus button ("−") twice and hold until the display reads "Stowing."
 - Display will read "Stowed" when complete.
 - Power off.
- Stow MotoSAT Dish.
 - Press "Stow."
 - When dish has stowed, the "Stow" light will illuminate solid red. The unit will then power off.
- Aim mast camera to the rear to ensure proper clearance for retraction and stowage of mast.
- Make sure that satellite dishes are stowed.
- Shut down VICON from KVM controlled, then power off VICON.
- Power off UPS #1 through #4.
- Turn off HVAC at the thermostat.
- Stow phones (leave phone lines in wall jacks). Ensure phones are stored properly, not haphazardly tossed in the overhead compartment.

ANNEX B

MOBILE CONSOLIDATED COMMAND CENTER TEARDOWN PROCEDURE (continued)

- Turn off and account for all laptops. Secure each in a laptop bag with mouse/mouse pad. Stow in designated location. The smaller laptops do not have laptop bags.
- Secure all office supplies in the appropriate bins and stow bins in designated locations.
- Retract awnings, if they are extended, and stow remote controls (affix with hook and loop fastener to wall).
- Power off monitors and stow remote controls.
- Secure chairs with tie-down straps/bungee cords.
- Fold down workstation tables in Conference Room.
- Place hook and loop fastener covers over windows.
- Secure any remaining equipment (check whiteboard trays for loose pens/objects, as they often fall into tracks and can cause damage).
- Shut down Interior Control Panel.
 - Switch all sub-breakers to off position.
 - Switch “Main” breaker to “Off.”

MAST

- Remove rear stair treads to access rear curbside belly box.
- Press “Mast Down” on mast control (in lower right rear compartment).
- Open the yellow mast dump valve (lever should be horizontal).
- Monitor the mast as it retracts to ensure the cable does not get snagged and it coils properly.
- Make any necessary adjustments to the mast cable once the mast has stowed.

ANNEX B

MOBILE CONSOLIDATED COMMAND CENTER TEARDOWN PROCEDURE (continued)

- Replace the stair treads.

FLOOR

- Remove all drop panels and place them under the tables, out of the way of the slide-out tracks.
- With one person on either side of the bifold panel in the Conference Room, lift up on the grab handles. Prop the floor against the Conference Room table and secure in place using blue straps (straps should be located in tracks under floor panel-if stored properly).
- Move to the Operations Room. With one person holding each grab handle of the bifold panel, slowly lift it and lean it against the Operations Room table. Secure the panel using the blue straps.
- Position two people outside under the front slide-out, and one person inside the Operations Room to help guide the floor. Release the exterior clamp pins located under the Operations Room slide-out floor.
- From underneath the Operations Room floor, the two people will lift the panel up, ease it into position, and place the pins into the slot.
- Position two people outside under the Conference Room slide-out floor and release the exterior in-line clamps. Position one person in the Conference Room to help guide the floor.
- The two people under the floor will carefully lift up, supporting the weight of the Conference Room floor. With the floor in a semi-folded position, place the pins into the slots (the slots will be under the folded portion of the floor on the wall). Ensure that the floor is secured in place.

ANNEX B

MOBILE CONSOLIDATED COMMAND CENTER TEARDOWN PROCEDURE (continued)

SLIDE-OUTS

- Ensure that all items within the trailer are secured. Remove coffee filter and stow in overhead cabinet.
- Check all slide-out tracks for obstructions (double-check this step as small items often get overlooked).
- Position one person at the front trailer door to check for obstructions and monitor the closing of the front slide-out.
- Position one person at the front of the trailer to assist with communication between the spotter and the slide-out operator.
- The slide-out operator will wait for the spotter to give the "ALL CLEAR" before inserting the slide-out control pendent into the front connector plug. The slide-out operator will then switch the control pendent to "In." Listen for any unusual sounds that could indicate an obstruction in the slide-out tracks.
- Allow the slide-out to fully retract and torque once before switching to the neutral position and removing the plug from the connector.
- The spotter will move to the rear trailer door to check for obstructions and monitor the closing of the rear slide-out.
- Position one person at the rear of the trailer to assist with communication between the spotter and the slide-out operator.
- The slide-out operator will wait for the spotter to give the "ALL CLEAR" before inserting the slide-out control pendent into the rear connector plug. The slide-out operator will then switch the control pendent to "In." Listen for any unusual sounds that could indicate an obstruction in the slide-out tracks.
- Allow the slide-out to fully retract and torque once before switching the control pendent to the neutral position and removing it from the connector plug. **PLACE THE CONTROL PENDENT BACK IN THE POWER CONTROL PANEL COMPARTMENT.**

ANNEX B

MOBILE CONSOLIDATED COMMAND CENTER TEARDOWN PROCEDURE (continued)

- Turn off lights on the DC breaker panel, if you haven't already (driver side forward belly box).

STAIRS

- Close and lock trailer doors.
- Using the 3/16" hex tool, remove all railings from the platform and stair assemblies.
- Remove the stair tread components.
- Remove the platform and support legs from the trailer.
- Stack (nest) the tread components, so they will fit into the belly box storage compartment.
 - Lay the flat side of one stair assembly face down on the ground.
 - Lay the other stair assembly on top of the first with the flat side facing up.
 - The overlapping portions of the stair treads should be face-to-face (same direction) and the treads should interlock with each other.
- Place the nested stair components into the belly box storage compartment first. Place one platform on top of the stairs with the longer insert hanging over the right edge, and the other on top of the first with the longer insert hanging over the left-this will allow for sufficient clearance to fit everything. The support legs and railings will fit into the same compartment along the right and left sides.

ANNEX B

MOBILE CONSOLIDATED COMMAND CENTER TEARDOWN PROCEDURE (continued)

POWER

-IF USING GENERATOR POWER-

- Ensure that the generator has been running on "Low" for at least five minutes (this allows turbos to adequately cool down).
- Turn the generator off at the Main Power Control Panel (neutral center position).

-IF USING SHORE POWER-

- Disable the Automatic Transfer Switch on the Main Control Panel.
- Turn off the Main Exterior Power breaker.
- Turn off power at Shore Power source.
- Disconnect and stow Shore Power cables.

LEVELING

- Remove the pins from the four strong arm support struts. Let the pins rest on the ground beside the footplates.
- Move wheel chocks away from tires, leaving a couple inch gap between chocks and tires.
- Press "All Retract" to retract rear stabilizing legs. To stop the "All Retract," press any button on the Leveling Control Panel. (control panel at driver side middle belly box).
- Make sure that there is enough clearance under the trailer for the fifth wheel to connect. If the trailer is too low, extend the front stabilizing legs. If the trailer is too high, retract the front stabilizing legs.

ANNEX B

MOBILE CONSOLIDATED COMMAND CENTER TEARDOWN PROCEDURE (continued)

- Connect the tractor to the trailer. Check the locking pin on fifth wheel.
- Connect all glad hands and 12V electrical connectors between tractor and trailer.
- Make sure the trailer suspension air bag dump valve is closed (push in).
- Supply air to the tractor and trailer suspension (release the trailer brakes).
- Retract the front stabilizing legs.
- Replace the pins in the strong arm support struts.
- Remove and stow wheel chocks.
- Turn off breakers in battery compartment belly box (push black buttons and red lever will rise when each is deactivated).

PREPARE FOR TRANSPORT

- Has all equipment, including rooftop equipment, been secured?
- Are all exterior doors closed and locked?
- Are any of the transport warning lights illuminated?

