



**COMMUNICATIONS MISCELLANEOUS
POLICY/PROCEDURE**

Policy No. 7500 Date Issued: April 19, 1999
Section: 7500 - Alternate Site Date Revised: March 24, 2021
Procedures

SUBJECT: ACTIVATION OF THE ALTERNATE SITE(S)

APPROVED: <signed copy on file>
Dennis Kidd, General Manager

1.0 Purpose

1.1 Outline procedure for activating the alternate site(s)

2.0 Authority to Activate the Alternate Site

2.1 Activation of the Alternate Site will be at the direction of the on-duty/on-call Operations Supervisor pursuant to Policy No. 2110 (Evacuation of the Communications Center), Policy No. 2150 (Off Duty Personnel Response to the Alternate Site), and/or Policy No. 2160 (Operational Failure Resulting in Alternate Site Activation).

3.0 Responding Personnel in an Emergency Activation

3.1 The Emergency Response Team Coordinator or designee will be notified immediately by telephone or pager following the decision to activate the Alternate Site. Upon contact, the Emergency Response Team Coordinator will be briefed as to the nature of the activation and respond to the Alternate Site.

3.2 All Emergency Response Team members will be notified as per Policy 7505 – *Emergency Response Team* immediately following the notification of the Emergency Response Team Coordinator. All Emergency Response Team members will be provided with a contact telephone number and/or instructed to respond to the Alternate Site.

- 3.3 Other dispatch personnel will be notified via message in case non-Emergency Response Team members are able to also respond and assume responsibilities prior to an ERT member. This will be done by the Emergency Response Team coordinator.
- 3.4 Personnel first arriving at the Alternate Site(s) will contact the person authorizing the activation of the Alternate Site(s) to exchange briefing and assignment information.
- 3.5 Deployment of personnel will be made by the authorizing Supervisor or designee.

4.0 Deployment of Personnel in a Planned Activation

- 4.1 Full activation (all telephone and radio responsibilities) of the Watsonville Alternate Site requires a minimum of seven (7) dispatchers and of the Hollister Alternate Site requires a minimum of three (3) dispatchers.
- 4.2 The activation of the Alternate Site(s) for training purposes will be scheduled and coordinated by the Alternate Site Coordinator or designee. Each training session will typically consist of an Alternate Site(s) activation lasting four to five (4 to 5) hours. During these training sessions, on-duty dispatchers in the Santa Cruz Communications Center will be deployed at the direction of the on-duty Operations Supervisor and/or in accordance with an issued operations order for the activation.
- 4.3 All Emergency Response Team members will be deployed to the Alternate Site(s) a minimum of one (1) time per year and all other dispatchers should be deployed to the Alternate Site(s) bi-annually in accordance with Policy No. 7510 – Alternate Site Training.

5.0 Operation of the Alternate Site

- 5.1 Operation of the Alternate Site will be in accordance with the Alternate Site Operations Manual.