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COMMUNICATIONS MISCELLANEOUS POLICY/PROCEDURE

Policy No. 7510 Date Issued: April 19, 1999 Section: 7500 - Alternate Site Date Revised: March 24, 2021

Procedures

SUBJECT: ALTERNATE SITE TRAINING

APPROVED: <signed copy on file>

Dennis Kidd, General Manager

1.0 Purpose

- 1.1 To ensure all dispatchers are able to efficiently assume communication responsibilities during an activation of the Alternate Site(s).
- 1.2 To ensure Emergency Response Team members are able to efficiently assume communication responsibilities and provide guidance and assistance to other dispatchers during an activation of the Alternate Site(s).
- 1.3 To review and update, as necessary, the procedures described in the Alternate Site Operations Manual.

2.0 Training

- 2.1 All Emergency Response Team members will participate in a minimum of one (1) training session per year. 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.
- 2.2 All other dispatchers should be deployed to the Alternate Site(s) bi-annually for training and familiarity of the Alternate Site(s).

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