



**COMMUNICATIONS MISCELLANEOUS  
POLICY/PROCEDURE**

<b>Policy No.</b> 7715	<b>Date Issued:</b> July 1, 2005
<b>Section:</b> 7700 – Specific Procedures	<b>Date Revised:</b> April 15, 2021
<b>Accreditation Standards:</b>	
<b>SUBJECT: OFFICE OF EMERGENCY SERVICES (OES) NOTIFICATION</b>	
<b>APPROVED:</b> _____ Dennis Kidd, General Manager	

**1.0 Purpose**

- 1.1 The intent of this policy is to provide guidelines that will ensure the Office of Emergency Services (OES) is notified by the Communications Center of any and all incidents within OES' scope of responsibility.
- 1.2 OES' scope of responsibility includes natural and man-made emergencies and disasters including, but not limited to: earthquakes, tsunamis, terrorist activities, severe storms, floods, mudslides, and severe power outages.

**2.0 Procedure**

- 2.1 All OES notifications should be made through an on-duty Lead Dispatcher.
- 2.2 Dispatchers will notify OES of hazardous material spills in accordance with Policy No. 5900 (Hazardous Materials).
- 2.3 Dispatchers will notify OES of area evacuations in accordance with Policy No. 5940 (Area Evacuations).
- 2.4 Dispatchers will notify OES of emergency medical service (EMS) mutual aid requests in accordance with Policy No. 6910 (Mutual Aid Requests).
- 2.5 In lieu of a specific policy, dispatchers will notify OES of all natural and man-made emergencies that fall, or may fall, within its scope of responsibilities as described in section 1.2 of this policy.

- 2.6 Dispatchers will notify OES of all warnings, watches, and alerts received from official sources that pertain to a possible or pending man-made or natural disaster or emergency that may fall within the OES scope of responsibility.
- 2.7 If dispatchers are unsure of the need to notify OES of a specific incident, warning, watch, or alert, they will make the notification.
- 2.8 Dispatchers will document OES notifications in the computer aided dispatch system (CAD) incident and inform the Operations Supervisor and Incident Commander of OES notifications.
- 2.9 Dispatchers will use the current notification procedure, as posted on the Intranet, for OES notifications.