

COMMAND CENTER

CHAIN OF COMMAND – FIRE

CITY HALL

1. When the Senior Fire Department Officer arrives on location, he/she will assume command of the fire incident. All county and city employees shall follow the directions and orders given by the Senior Fire Officer.
2. Prior to the arrival of the Senior Fire Department Officer, the County Administrator or his designate shall have charge of the building.
All County and City employees shall the directions or orders given by the County Administrator or his designate.

CHAIN OF COMMAND

Fire Department Officer

County Administrator

City Administration

Director of Buildings & Operations

3. After the arrival of the Fire Department and the transfer of command, the County Administrator and City Business Administrator or their designate shall remain at Command Post. Members of the Buildings and Operations may be instructed to remain at an area accessible to the Incident Commander and Administrator in order to safely assist with the building resources. All personnel at the Command Post shall:
 - a. To assist the Fire Department Officer in building evacuation.
 - b. Shall provide the information to senior Fire Officer as may be required.

- c. To receive information from Department/Division Supervisors concerning employee/public evacuation progress, injuries, or other pertinent information.
 - d. To provide information to the employees through the Department/Division heads concerning pertinent matters including the return to work order, relocation of offices, etc.
 - e. To provide security to the building which includes preventing employees or non-emergency service personnel from re-entering the building during emergency operations.
 - f. Casualties: It will be the responsibility of the County Administrator/City Business Administrator or his designate to insure to the well being of injured employees or the public. He shall also insure the notification of their next of kin.
4. After the emergency is under control and the building command is returned to the County Administrator and City Business Administrator or their designate, he shall:
- a. Insure that necessary building utilities are operational prior to permitting occupancy.
 - b. Insure that building safety equipment, fire alarms, sprinkler system, etc., has been restored to normal operations.
 - c. Insure that all employees return safely to their respective areas.

5. The County Administrator prior to the implementation to this plan, shall assemble and train adequate Staff Assistants to insure that the Command Post responsibilities are carried out.

Staff shall include but is not limited to the Director and Superintendent of Buildings and Operations, Security Officer in charge, Safety Director, Electrician Foreman, Plumbing Foreman and their designates and the County Paramedic.