

# LEON COUNTY E.M.S.

## Standard Operating Guideline

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Title: Emergency Operations Plan  
CAAS: 102.02.01  
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### I. PURPOSE:

To provide guidelines for implementation during disasters, HAZMAT events, bio terrorism/weapons of mass destruction events, hospital building fires and bomb threats.

### II. GENERAL INFORMATION:

The LCEMS disaster, fire and safety plan is written with an "all hazards" concept. The plan is general enough and flexible enough to allow EMS management to respond to all hazards that could impact the community. Some hazards such as HAZMAT, bio/chemical/ weapons of mass destruction and hurricanes provide for more specific tasks to be completed. Attached to this policy are specific annexes for special hazardous events.

LCEMS will work within existing county and division policy to the extent possible during emergency situations. It is understood that situations may dictate actions outside of current policy. Actions so taken are expected to meet the overall vision toward safe, effective, legal, and efficient service delivery.

As a guiding planning principle, in the event of a disaster the County and LCEMS should expect to function without outside aid for three days. After 72 hours, state and federal resources may become available. While in some disasters state and federal aid may be available sooner, disasters impacting large regions or multiple states may slow the response of resources external to the county government.

LCEMS personnel should strive to continually maintain high levels of readiness. While some disasters permit advanced warning and preparation efforts, other disasters provide for little or no forewarning of their occurrence. Subsequently, while the use of this policy will largely be based upon the threat of hurricanes, LCEMS personnel shall adopt an all-hazards approach to disaster preparedness.

Command Staff are expected to exercise independent decision-making in the event of a total failure of communication systems.

Response to any disaster will not be the responsibility of a single-department. All county departments, offices, and agencies have an integral role to play in overall planning, preparation, response, and recovery.

LCEMS operates under the guidelines of Incident Command/Unified Command. As such, LCEMS Supervisory personnel will participate in the operations of the County Emergency Operations Center (EOC).

All expenses incurred by LCEMS directly related to the preparation and response to the event will be separately tracked. This includes but is not limited to regular time, overtime, cost of supplies, equipment used, etc.

### III. GUIDELINE:

It is the policy of LCEMS to prepare, as much as possible, for potential major community situations and disasters. Preparation includes participation in community wide disaster exercises and collaborative participation with outside agencies and health care providers in community wide planning.

### IV. LCEMS RESPONSE LIAISON AGENCIES:

For the purposes of identification, listed below are the local agencies that EMS plans, trains and responds to incidents with.

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Leon County  
County Commission  
GIS  
Sheriffs Office  
Leon County Sheriff's Office Division of  
Emergency Management  
County School System

City of Tallahassee  
City Commission  
Police Department  
Fire Department  
StarMetro  
City Utilities/Water/ Sewer

State of Florida  
Division of Emergency Management  
Bureau of Emergency Medical Services  
Department of Community Affairs

University's/Colleges  
Florida State University  
Florida A &M University  
Tallahassee Community College

Support Agencies  
Talquin Electric  
Williams Communications  
American Red Cross  
First Communications

Private Transportation Providers  
Cab Providers  
Medicaid Providers

Federal Agencies

Department of Health, Bureau of EMS  
Regional Domestic Security Task Force

Secret Service  
Federal Prison  
FBI

### Hospitals

Tallahassee Memorial Hospital  
Capitol Regional Medical Center

## V. SCOPE:

Hazards Types and Levels, Leon County Comprehensive Emergency Management Plan 2002 (CEM Plan)

The City of Tallahassee and Leon County are exposed to many types of hazards. The hazards require varied levels of response from the local emergency agencies. These events can be, and usually are, handled locally. Rarely are there hazards that exhaust local resources ability to cope with the event. LCEMS plans, trains and responds with local, State and Federal Agencies to meet the needs of the community during crisis. This Emergency Operations Plan (EOP) is designed to clarify the actions and relationship of LCEMS to the emergency responders in the community. LCEMS follows the Leon County Comprehensive Emergency Management Plan (CEM Plan) methodology of operational phases. The operational phases are Monitoring, Alert, Mobilization, Response and Recovery. LCEMS has a role in each phase but the primary role for LCEMS occurs during the response/recovery phases.

According to the CEM Plan of 2002, the following hazards are possible threats to the City and the County. The hazards noted were selected because of their historical occurrences, the community's vulnerability, the severity of past events and the probability of their occurrence. The LCEP/EOP rates hazards in three distinct categories: High Risk, Medium Risk and Low Risk.

Hazard specific roles and responsibilities for EMS are listed in the annexes.

- High Risk- Hurricanes, Tropical Storms, Floods and Tornadoes
- Medium Risk- Major Structural Fire, HAZMAT/Transportation Incidents, Acts of Terrorism, Civil Disturbance, Power Failure, Aircraft Disasters and Civil Disturbances
- Low Risk- Radiological Emergencies

## VI. PLAN DEVELOPMENT:

The EOP was developed using information provided by the CEM Plan, Tallahassee Memorial Hospital & Capital Regional Medical Center Environment of Care Plans, the City of Tallahassee

Regional Airport Emergency Plan, Department participation on local emergency committees (LEPC, WMD Bio-Terrorism Response Planning Committee, North Florida Regional Domestic Security Task Force, the County SNAPP Committee), American Red Cross, Leon County Sheriff's Office Division of Emergency Management, County Health Department, Amateur Radio Services, County Sheriffs Office, City Police Department, City Fire Department, State of Florida, Division of Emergency Management, State of Florida Bureau of Emergency Medical Services, Federal Bureau of Investigation and the United States Secret Service. Information acquired during training on subjects such as WMD/BIO Terrorism, HAZMAT, Multi-Casualty Incidents and Incident Command training was also used to develop the plan.

## VII. SITUATION:

### SUMMARY OF HAZARD ANALYSIS AND VULNERABLE POPULATION BY HAZARD

#### High Risk

- Hurricane/Tropical Storm: A hurricane/tropical storm will affect the entire population of the County. As such, they are the hazard of highest risk with the greatest impact on the population. The primary threats are high winds, tornadoes and flooding. Emergency Medical Services could easily be overwhelmed with requests for service. Emergency response and mutual aid would be ineffective until roads were made passable. The population is at great risk from isolation (impeded transportation, no power or phones) as the roads/power lines/telephones have historically been interrupted due to fallen trees.
- Floods: The County has many flood prone areas. The populations that reside and / or works in the flood prone areas are vulnerable. Most of the areas are well known due to past events. Floods usually are short in duration but significantly impact the population of the County. Roads become impassable and LCEMS responses are impeded. Some areas could be accessed only by boat. LCEMS would have to coordinate with Emergency Management and the Fire Department to access boats for response and evacuation. There are two nursing homes in flood prone areas. The residents of the nursing homes are vulnerable and are at risk for emergency evacuation.
- Tornadoes: All citizens within the County are vulnerable to tornadoes but the mobile home population is the most at risk. The State of Florida has the highest number of tornadoes in the United States. Again, road conditions will dictate the ability of EMS to effectively respond to a tornado event. If a significant tornado event was to occur in a populated area, i.e. F-3, 4 or 5, LCEMS would quickly be overwhelmed with requests for service and search and rescue. Mutual aid from other EMS providers would be necessary to execute a reasonable response. "Field hospital(s)" in the affected area(s) may be necessary.

#### MEDIUM RISK

- **Major Structural Fires:** The City has many high rise buildings. During business hours, a significant portion of the working public is vulnerable to high rise fire. Traditional fire fighting equipment allows for fire fighting at the lower levels of the buildings. Populations located above the fire may be trapped in the buildings. LCEMS would not have a direct role in the search and rescue from the building, but would rather be tasked with triage, treatment and transportation of the rescued parties.
- **Terrorism/Weapons of Mass Destruction:** The events of September 11, 2001, changed the concepts Americans had for terrorism. As evidenced that day, the population is vulnerable to the actions of persons intent on terrorist activities. Tallahassee/Leon County is considered to be at risk for an act of terrorism. State government, major universities, regional health care institutions and a railway that runs through the heart of downtown Tallahassee are all prime targets. As an example, large scale and usually nationally televised Florida State University football games or during the State's legislative sessions would be ideal times for a terrorist to strike. An attack on Tallahassee during these events of similar magnitude to September 11 would grossly overwhelm the local resources in Tallahassee.
- **HAZMAT/Transportation Incidents:** Based on the LCEP, there are sixty (60) facilities that generate varying levels of HAZMAT threat (LCEP 2002). The release of hazardous materials from one of these sites represents a risk to the population adjacent to the facility and, based on the material released and wind conditions, populations downwind from the release. A railway system carries hazardous materials through the County urban and suburban centers. At risk and vulnerable is the population living in close proximity to the rail system. Hazardous materials are transported daily by all types of vehicular means through all types of population centers. Populations in close proximity to the roadways and storage facilities are vulnerable and at risk. LCEMS would coordinate a response under the command of the Tallahassee Fire Department (TFD). LCEMS would only operate in the "cold zone" and would accept decontaminated patients from the TFD. Triage, notification of the hospitals, treatment and transport are the main functions of LCEMS at a HAZMAT incident.
- **Civil Disturbance:** State Government and Federal offices are located in the County. As significant population is employed by the State and Federal Systems, this population is vulnerable and at risk for Civil Disturbance events such as terrorism. LCEMS would coordinate a response under the command of the Law Enforcement agency in charge. LCEMS does not respond into the "civil disturbance" area but instead will establish a triage/treatment site nearby, upwind and uphill from the incident. Triage, notification of the hospitals, treatment and transport are the roles of LCEMS. LCEMS staff will use "universal protection", IB, eye goggles and gloves, to prevent cross contamination of crowd control gasses and sprays. Proper decontamination, prior to transport, is the key to operational success.

- **Air Craft Incidents:** The Tallahassee Regional Airport is the commercial airlines depot. Many flights land and take off daily with varying quantities of passengers on each flight. The vulnerable population of an air craft accident are the passengers on the plane and populations in the flight path of the airport. The airport has an emergency plan and exercises it tri-annually. LCEMS coordinates a response under the Unified Command Structure. Utilizing local and regional resources, LCEMS will establish a triage/treatment site, a walking wounded site and a temporary morgue site. LCEMS will notify the hospitals of the incident and will provide continuous updates of patient quantities and status. Treatment will be provided at the two triage sites and transport will be provided by ambulance, helicopter and/or by bus.

#### LOW RISK

- **Radiological Incidents:** There are no nuclear power plants within 50 miles of the County. There are low level radiation users in the County. Examples are Florida State University and Tallahassee Memorial Hospital. Additionally, radiological materials are transported by vehicles on a daily basis. There is a low risk to the populations for radiological events. Any response to a radiological incident will be under the command and control of the TFD. LCEMS will not enter the "hot zone". All patients to be treated and transported by LCEMS will be properly decontaminated and isolated, if necessary, by the TFD, prior to transport.

#### VIII. CONCEPT OF OPERATION:

Concept of Operations is an overview of general operational levels of LCEMS.

LCEMS operates in five phases of readiness.

##### **OPCON 1 (Operating Condition 1) Normal Operating Conditions**

- **Monitoring Phase** – During the monitoring phase LCEMS will maintain itself in a state of readiness. This is accomplished through mitigation and preparedness initiatives such as training, exercising, policy review, situational status monitoring and research. LCEMS participates with the Leon County Sheriff's Office Division of Emergency Management (LCSO – DEM)) in response policy development and County EM community/region wide drills.

##### **OPCON 2 (Operating Condition 2) Developing Situation**

- **Alert Phase** – During the alert phase, LCEMS has been made aware of a potential threat and is monitoring that particular situation with high interest. During this phase preparations are made to respond, as necessary, to the event. Status of LCEMS vehicle availability, fuel levels, supply stock levels and availability, staff availability, etc are checked. If the threat is perceived to likely develop into an actual event, staff is notified of the pending issue, shift schedules are reformatted, vehicles are readied, etc. LCEMS participates in LCSO - DEM response planning activities as needed.

**OPCON 3 (Operating Condition 3) Increased Readiness**

- Mobilization Phase – During the mobilization phase, LCEMS will enact internal response plans including activation of the Division Emergency Operations Plan, staff recall, deployment of resources, etc. If the event is significant enough mutual aid availability will be confirmed and the EMS Division will send representatives to the County EOC.

**OPCON 4 (Operating Condition 4) Response**

- Response Phase – During the response phase LCEMS will be fully activated, responding to the needs of the community. The events will be coordinated through the cooperative efforts of the EOC's. Staff recall and mutual aid may be activated. During certain situation, such as hurricanes, response activities will be terminated until conditions return that permit the safe response of emergency vehicles.

**OPCON 5 (Operating Condition 5) Recovery**

- Recovery Phase – During the recovery phase, usually the busiest phase for LCEMS, the Division responds to the needs of the community. Physical injury of the recovering public is the norm and as a result, LCEMS utilization is historically high. Also during the recovery phase, LCEMS critiques it's response to the event. Policies are reviewed for accuracy, new policies are written and efforts are made to improve services for the next event

**IX. ORGANIZATION:**

LCEMS is a Division of the Leon County Public Service Department. The EMS Chief reports to the Deputy County Administrator who reports to the County Administrator who in turn reports to the County Commission. Paramedics, EMT's and Support Staff make up the EMS Division. The Division has Shift Captains, Sergeants, Lieutenants, Majors, Deputy Chiefs and a Chief. EMS Leadership represents LCEMS on numerous local and state wide constituency groups. Each Shift Captain, Major, and Deputy Chief has additional duties assigned to them such as IQM/Training, MIS System Administrator and Communications, etc.

Chain of Command

- Chief
- Deputy Chiefs
- Majors
- Captains
- Lieutenants
- Sergeants

- Paramedics
- EMTs

### Planning Boards

Through the planning board process, the Division monitors daily activities, policy and procedure review, public events planning, vulnerability analysis, safety, disaster planning, etc, and recommends enhancements designed to improve department operations. Planning boards are comprised of stakeholders of various departments that are potentially going to be affected by a proposed change. Participation represents a cross section of staff and management. Planning boards attempt to reach consensus on issues prior to implementation of any recommended enhancement.

### Coordination with LCSO - DEM

The Chief is the liaison with the LCSO - DEM. The Chief, or his designee, attends planning sessions with the LCSO - DEM. Areas targeted are WMD, hurricane response, special events planning, emergency exercises, SNAPP client reviews, 911 system and policy development, etc. During community events, the Chief will assign members of the Division's leadership to staff to County EOC. LCEMS participation in the County EOC is at the discretion of the LCSO - DEM.

### X. TRAINING AND EXERCISING:

LCEMS annually trains staff on all manner of patient care scenarios. Certifications are maintained by staff in ACLS, ITLS, pediatric care, and Emergency Medical Dispatch. Additional training in geriatric care, infection control, universal precautions, scene safety and HAZMAT, WMD and now Bio Terrorism are routine. Additionally, LCEMS participates in City/County EM training exercises. Examples are WMD/Bio Terrorism, SWAT and county wide scenario development/exercises such as table tops and full scale exercises. LCEMS participates in large scale community wide "disaster" exercises. The County EM coordinates and critiques all exercises. LCEMS participates in the critiques in order to improve our processes.

### XI. PROCEDURE:

#### Types of Disaster

Outlined below are basic disaster situations that may be faced by LCEMS and the response that might be required in each situation.

1. EXTERNAL DISASTERS - Minor community disasters involving relatively small numbers of casualties (storm, fire, flood, hurricane, explosion, epidemics, HAZMAT, Bio/WMD terrorism, etc.).

Response – treatment/isolation of casualties.

2. EXTERNAL DISASTERS – Major community disaster involving out of hospital treatment areas for large numbers of casualties (storm, fire, flood, hurricane, explosion, HAZMAT, Bio/WMD terrorism, epidemics, etc.)

Response – Assist with the opening of off site patient care facilities in the community. Mass isolation activities possible.

3. DISASTERS IN THE REGION – The region is susceptible to disasters. Through informal mutual aid agreements, LCEMS may be called upon to assist during regional times of need. LCEMS is the Region II Primary EMS Provider for WMD incidents. Trained and equipped by the State, the LCEMS WMD team is available to respond to regional WMD incidents.

Response .expansion of LCEMS services could include staff recall and response to an event in the region. LCEMS personnel may be utilized to augment the hospitals' ability to cope with patient surges. LCEMS could also be utilized to evacuate patients from TMH, CRMC, or nursing homes to other hospitals or facilities in the region.

#### A. LCEMS FUNCTIONS IN DISASTERS

- Respond to local or regional disasters.
- Participate in Leon County Emergency Operations Center activities.
- Coordinate field medical responses and resources in conjunction with other agencies on scene.
- Provide casualty care and transportation.
- When assigned to assist at TMH or CRMC, provide continuing care to patient's in the Emergency Center.
- Respond to Region II WMD events serving as the primary EMS provider for the region.

#### B. INITIATION OF THE LCEMS DISASTER PLAN:

Community disasters can come in many forms; explosions, hurricanes, HAZMAT incidents and acts of terrorism. When made aware of a situation that could be classified as a disaster, the Chief or designee, usually the Shift Supervisor, will locate the emergency operations plan and multi-casualty incident policies and initiate the plans.

#### C. EMPLOYEE IDENTIFICATION

All LCEMS employees are issued ID cards. When an LCEMS employee is recalled during any special circumstance, the ID card must be worn in order for the employee to be given access such as, at law enforcement road blocks or barriers, to Headquarters or at the incident site.

#### D. INCIDENT COMMAND JOB ACTION SHEETS

LCEMS utilizes the Incident Command Structure. All incidents must have certain tasks completed or at least considered for action as part of the response. The department "Multiple Casualty Incident (MCI) Plan describes, in detail, LCEMS operations at a major/MCI incident. Included in the MCI plan are Job Action Sheets for LCEMS Command, Triage, Treatment, Transportation, Staging, Communications, Dispatch and Helicopter landing zone leaders. Each task on the job action sheets are to be checked off/considered and initialed by the person assigned to that task.

E. ON SCENE DISASTER CARE – Specific on-scene activities are addressed in LCEMS multiple casualty plan policy.

#### F. PERSONAL PREPAREDNESS

As all LCEMS members are subject to work during any disaster, it is recommended that all personnel plan for the possibility of their absence from home during an event. It is recommended that this be completed during normal operating conditions. It is the member's responsibility to monitor events and make necessary adjustments to their personal and family preparations. Each member must recognize the potential for his recall to work for extended periods.

Considerations for such a plan include, but are not limited to:

- \_ Arranging for the sheltering of immediate family members
- \_ Emergency travel routes
- \_ Emergency contact information
- \_ Maintaining supplies in the home (food, cooking supplies, flashlights, etc)
- \_ Maintaining items necessary to secure personal property
- \_ Maintaining supplies for use during a recall
- \_ Maintaining supplies in-station for unforeseen events

There are websites and pamphlets offering specific information on emergency preparedness to the general public, including those of FEMA, Florida Department of Emergency Management, and the Red Cross. Members are urged to take advantage of these information resources to prepare their families. Appendix B provides an Individual Readiness Checklist. Members should plan on providing sufficient food, water, and personal items to sustain themselves for 72 hours. Under disaster conditions, LCEMS shall attempt to provide food, water, and miscellaneous items to those members who are in need, but there is no guarantee as to the quantities that will be available or the time frame when supplies can be delivered.

All career uniform and non-uniformed personnel are classified as essential employees under the COOP plan and are therefore required to report for duty regardless of the County's operational condition.

#### **STATION PREPAREDNESS PLANNING**

Each station and office shall develop a site-specific disaster preparedness plan.

The development of station plans shall be the responsibility of Command Staff.

The station disaster preparedness plan should include, but not be restricted to, the following issues (see Appendix C Station Disaster Preparation Planning Guide):

- \_ Evaluation of emergency generator capabilities
- \_ Identification of specific fuel needs and the identification of the closest fueling sites
- \_ Designated sleeping areas
- \_ Potential issues with overhead lines
- \_ Identification of major medical target hazards in the first-due area
- \_ Evaluation of alternative water supply (i.e., water heater)
- \_ Evaluation of HVAC capabilities
- \_ Designation of in-station decontamination and PPE drying areas
- \_ Designated tornado safe sites
- \_ Identified needs to control parking inside and outside the station
- \_ Evaluate the potential for housing long-term (24+ hours) relocation of LCEMS personnel from stations that have been evacuated
- \_ Identification of alternative hygiene facilities (means and site)
- \_ Identification of station evacuation preparations
- \_ Designated office space
- \_ Designated storage areas for personal disaster kits
- \_ Planned station evacuation procedures
- \_ Options for adding additional units into the station, if possible
- \_ Identified sites to post special instructions for civilians in case the station is emptied

**LEON COUNTY EMS**  
**EMERGENCY MEDICAL SERVICES FUNCTIONAL ANNEX**  
**FIRES IN THE EMS DEPARTMENT**

1. What to do in case of Fire at Headquarters:

A. If you see smoke or flames carry out the following steps in the order listed:

1. Remove any persons in immediate danger
2. Call 9-1-1 to report the fire
3. Close doors to the fire area
4. Help to extinguish, control, or contain the fire until the fire department arrives. Secure fire extinguishers and use on the fire. Aim directly at the burning object, not at flames or smoke except in case of burning liquid. Aim just above burning liquid to avoid splashing and spreading the fire. Be sure to use the correct type of extinguisher

B. If you smell smoke, but do not see smoke or flames carry out the following steps in the order listed:

1. Call 9-1-1 to report the problem.
2. With the assistance of others in your work area, make a careful search of the area in which the smoke odor is located.
3. If you discover flames or visible smoke, carry out the procedure in #1-A.

2. What to do in case of fire at County stations:

A. If you see smoke or flames, carry out the following steps in order listed:

1. Alert your partner & TFD crew.
2. Call 9-1-1.
3. Notify EMS Dispatch of the problem.
4. Attempt to control or extinguish the fire with the fire extinguisher.
5. Do not re-enter the building once exited until TFD declares the area safe.

B. If you smell smoke, but do not see smoke or flames, carry out the following steps in order listed:

1. Notify the TFD crew of the problem.
2. Notify LCEMS Dispatch by radio of the problem.
3. Exit the building until scene is declared safe by TFD personnel.

## **EMERGENCY MEDICAL SERVICES FUNCTIONAL ANNEX**

### **HAZMAT/WMD/RADIOACTIVE MATERIALS/BIO-CHEMICAL AGENTS**

#### **I. PURPOSE**

- A. To provide emergency care for persons injured in an area contaminated with HAZMAT/WMD/Radioactive Materials/Bio-chemical agents.
- B. To provide a guide for emergency personnel giving aid to those injured.

#### **II. GENERAL INFORMATION**

The responsibility of LCEMS personnel at Hazmat/WMD/Radioactive/Bio-Chem events is to Recognize the event, Isolate the area, Protect the area and individuals potentially in harms way and Notify other response agencies of the situation

LCEMS personnel shall use caution when responding to a person down, multiple sick people or other events at a facility known to manufacture, ship or use chemicals or other hazardous materials and at locations of significance (public places, capital, court house, stadiums, civic center) and in accidents involving cargo vans, tractor trailers, trains and other vehicles commonly used to transport hazardous materials.

All HAZMAT/WMD/Radioactive Material/Bio-chemical agent incident scenes operate under the control of the Tallahassee Fire Department (TFD). The scene will be divided into three main work areas:

- A. **HOT ZONE**- area of contamination. LCEMS personnel are never to enter the scenes HOT Zone.
- B. **WARM ZONE** - area of patient care and patient/responder decontamination. LCEMS personnel are never to enter the warm zone. Any patient care provided will be accomplished by TFD.
- C. **COLD ZONE**- area of LCEMS operations. Decontaminated patient delivery to LCEMS personnel will transition in this zone. The patient is to be fully decontaminated prior to delivery to LCEMS for transport.

#### **III. PROCEDURE**

- A. Upon receiving a call that involves HAZMAT/WMD/Radioactive Materials/Bio-chemical agents, the dispatcher will send a minimum of one ambulance and a supervisor to the scene.

- B. The dispatcher will advise the responding crews and hospital emergency rooms of the potential problem.
- C. Dispatch will obtain the wind conditions and report the information to the responding EMS personnel so that a safe approach will occur. The wind direction can be obtained by calling the National Weather Service.
- D. Access to the scene will not occur until the scene is declared safe by TFD. Based on information received from TFD dispatch, the responding EMS unit will be directed where to stage in the cold zone. Usually access will be upwind side of the site. EMS should not enter if fire/plumes are involved due to possibility of airborne contamination.
- E. Dispatch will also obtain product information from either the original caller or TFD. This information is to be relayed to all responding agencies and receiving hospital emergency departments.
- F. Upon arrival at the scene, the LCEMS charge person (first Paramedic on the scene) or Shift Supervisor will:
  - 1. Obtain a situation report from the TFD Incident Commander.
  - 2. Obtain the name of the hazardous material/WMD source/ source of radiation/bio-chemical agent and proper decontamination procedures to be followed by LCEMS personnel after transport.
  - 3. LCEMS Command will advise EMS dispatch of the situation and will pass on decontamination procedure information.
  - 4. Depending on the incident, LCEMS Command will request EMS dispatch to respond the WMD trailer to the scene.
  - 5. LCEMS personnel will utilize the recommendations of the Emergency Response Guide published by the US Department of Transportation appropriate for the material identified to guide the EMS response and management.
- G. When providing patient care to any decontaminated HAZMAT/WMD/Radioactive Materials/Bio-chemical patients, LCEMS will take the following protective precautions.
  - 1. Ideally, the LCEMS crew member providing patient care will utilize the Proper Personal Protection Equipment (PPE) against any remaining hazardous material. If it is necessary for the driver of the vehicle to don the PPE at the incident site, he/she must remove and properly contain the clothing prior to transport to minimize vehicular contamination.
  - 2. The decontaminated patient will be placed in the disposable pouches (body

bags)so that only the face is exposed. This action reduces the cross contamination of any hazardous material to the ambulance equipment. Consider lining the rear of the ambulance with plastic while the unit is in the staging area awaiting clearance by TFD.

3. Each LCEMS staff member must maintain familiarity with the limitation of PPE. NOTE: EMS PPE must not be used by LCEMS personnel to enter contaminated atmospheres; intentional or prolonged direct chemical contact or chemical clean-up/decontamination procedures.

4. The enclosed respirator will not filter contaminated air or protect the user by providing an artificial and safe breathing environment. It is the role of the Fire Department to remove patients from hazardous material environments and to fully decontaminate the patient prior to delivery of the patient to LCEMS.

H. Judicious use of IV therapy is indicated due to the potential for introduction of internal contamination. Provide any BLS and ALS procedures as needed. DO NOT USE TAPE as the tape abrades to skin and may cause further patient contamination.

J. LCEMS Command is to advise the receiving hospital emergency centers as soon as possible that a HAZMAT/WMD/Radioactive Materials/Bio-chemical agent decontaminated patient is going to be transported to their facility. This will be a follow-up to Dispatch's initial notification.

K. Standard practices of patient care are to be followed when caring for and transporting the decontaminated patient, while maintaining rescuer personal protection.

L. Patient delivery procedures at TMH:

Upon arrival at TMH, park at the HAZMAT/DECON reception site at the Bixler Emergency Center. The transporting crew will assist in unloading the patient from the ambulance and then will receive decontamination by the emergency center staff. The Emergency Department staff will deliver the patient to the Bixler Emergency Center for further decontamination.

M. Patient delivery procedures at Capital Regional Medical Center (CRMC):

Patient delivery sites at Capital Regional Medical Center can be obtained via their Emergency Department radio. The transporting crew will assist in unloading the patient from the ambulance and then will receive decontamination by the emergency center staff. The Emergency Department staff will deliver the patient to the Emergency Center for further decontamination.

N. Based on decontamination processes suggested by TFD Command, LCEMS personnel, the ambulance stretcher, LCEMS equipment and ambulance will be

decontaminated prior to further use. Specific personnel, vehicle and equipment decontamination procedures, as in the case of patients that have encountered radioactive material, may also be obtained through TFD dispatch.

0. Post incident, LCEMS staff are to obtain follow-up evaluations from Hospital Emergency Department, complete an Incident Reports and Employee Initial Notice of Injury.

#### 4. TRAINING:

LCEMS will train with local law enforcement, fire services and hospitals to effectively operate under the Incident Command structure. Other goals of training are to safely operate in the HAZMAT environment and process the contaminated/decontaminated/multi-system injured patient on scene, en-route and at the hospitals.

**EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX**  
**SCENE INVOLVING WEAPONS/ASSAULTS IN PROGRESS**

1. It is the policy of LCEMS that no employee will place themselves, another employee and when possible the patient in jeopardy while responding to calls or while providing patient care.
2. LCEMS crews will not be sent to an incident scene where weapons are being used or assaults are in progress. To the extent possible, it is the responsibility of LCEMS dispatch to assure scene safety for EMS personnel through communication with law enforcement. LCEMS Dispatch will direct the LCEMS crews to stage a minimum of one block away from such incidents until the scene is secured and made safe by law enforcement.
3. If a LCEMS crew is faced with a potentially life threatening situation, is threatened or feels threatened the crew is to call via radio "10-24" also stating their location or activate their orange panic button on their portable radio. These codes are only to be used when law enforcement is needed immediately to protect the lives and safety of the EMS crew, the patient or public. LCEMS dispatch will immediately notify the appropriate law enforcement agency of the situation. The Shift Supervisor will be notified of the situation and may respond to the scene.
4. Should a LCEMS crew be on scene with a patient and the environment become so hazardous that the EMS crew feels that they are physically in danger, the LCEMS crew may elect to vacate the scene without the patient if necessary. The first consideration of the LCEMS crew must be their personal safety. The LCEMS crew will move to a safer location while notifying LCEMS dispatch of the situation and need for additional resources. The LCEMS crew will need to provide EMS dispatch with as much information about the situation as possible so that assisting agencies can respond appropriately (IE; violent bystanders, weapons, etc.). The LCEMS crew will not approach or return to the scene until the scene is secured and deemed safe by law enforcement.
5. LCEMS personnel who elect to utilize body armor may do so, but must comply with the "DO NOT ENTER UNTIL SECURED" policy as stated above.

## EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

### CIVIL UNREST

#### I. PURPOSE:

To provide a guideline for LCEMS personnel in instances of civil unrest.

#### II. GUIDELINE:

Upon notification that a civil disturbance exists, LCEMS personnel and vehicles will not enter civil disturbance areas unless notified by the appropriate Law Enforcement Agency that the area is secure and safe for LCEMS personnel to respond and work.

#### III. PROCEDURE:

##### 1. **OPCON 1 (Operating Condition 1)**

A. Normal operations of LCEMS is such that the in-service ambulances will be stocked and staffed so as to respond to the normal EMS events of the day.

B. Should the Shift Supervisors receive information from a reliable source that events are about to unfold that would seriously exceed the abilities of normal staffing, then the Shift Supervisor will initiate OPCON 1A

1) **OPCON 1A** requires notification of superiors of the potential situation. LCEMS Dispatchers are to begin utilizing their "Disaster Checklists". (See "Plan A".) Notifying the following of the situation:

1. Chief
2. Deputy Chiefs

2) An immediate analysis of vehicles, equipment, and extra staff in an effort to meet the possible demand will be done. Efforts will be made to enhance fleet readiness by attempting to retrieve vehicles at repair shops and stocking and fueling extra vehicles.

3) At the discretion of the Chief or Deputy Chiefs - dispatch will contact off-duty personnel notifying EMS staff of the potential pending recall and will advise all contacted staff to monitor their pagers for possible recall and cancellation, and to charge both batteries. All staff will be reminded to have on their person their LCEMS ID tags if recalled.

4) The Shift Supervisor will attempt to arrange the removal of the private

autos of the EMS staff whose stations are located within the potential problem areas.

- 5) OPCON 1A can be canceled by the Shift Supervisor upon receipt of information to that effect by a reliable source.

## **2. OPCON 2 (Operating Condition 2)**

OPCON 2 is initiated when a confirmed civil disturbance exists. Such confirmation must come from a reliable source.

- A. Requires the immediate recall of all available LCEMS staff and has them respond to Headquarters with their radios, extra batteries and chargers, and uniforms with I.D. tags. Dispatch is to continue to utilize their "Disaster Checklists".
- B. The Shift Supervisor will respond to the Law Enforcement command Post on scene and assume EMS command. LCEMS Command will establish and maintain on-scene EMS operations such as triage, communications, and transportation. If a Law Enforcement EOC is activated consideration must be given to EMS being represented.
- C. LCEMS Command must evaluate the EMS needs of the situation and consider the activation of mutual aid. If mutual aid is activated, EMS Dispatch will coordinate the response routes of the mutual aid EMS vehicles. All mutual aid vehicles will be advised as to what EMS channel to utilize for the event. This decision is to be coordinated by Dispatch and EMS Command. It is the intent of this plan to utilize only LCEMS units during escort situations. (See "Escort Operations" at the end of this policy.) LCEMS requests that are not located within the troubled areas will be handled with LCEMS units and mutual aid units.
- D. EMS Dispatch will advise all surrounding counties of the local situation. Each county will be notified that radio approval of inbound vehicles prior to entry into Leon County is necessary in order to eliminate the accidental entry of an out-of-town EMS unit into a hazardous area.
- E. A command officer will represent LCEMS at the County EOC.
- F. The following additional operation positions must be filled ASAP with recalled personnel.
  - 1) Dispatch – Additional dispatcher.
  - 2) Equipment and Supplies – Recall the Supply Tech's.

G. The remaining recalled EMS staff will be assigned duties PRN.

H. All LCEMS units that are taking calls within the troubled areas will respond to Command Post authorized requests for service utilizing Command Post authorized routes with law enforcement escorts. Under no circumstances will any LCEMS personnel respond to any requests for service within an active disturbance area. Law enforcement will coordinate the removal of victims from an active disturbance area.

I. If tear gas is being used by Law Enforcement, field crews will utilize the patient isolation coveralls, jumpsuits, goggles/gas masks (depending on the situation), and double gloves for protection during patient care situations. Extreme caution must be exercised not to cross contaminate the EMS responder. EMS command will consider the need to prepare one or more EMS units as contaminated patient transport units. (See the guide for contaminated transport units following LEVEL 5.)

J. It will be the discretion of the LCEMS personnel as to whether or not to stop for private citizens attempting to flag down an ambulance. The decision must be made based on current environment, location, etc.

K. No red lights or sirens will be used near civil disturbance areas.

L. If at any time LCEMS unit/crew is threatened, attacked, etc., personnel will withdraw immediately to a safe area. Communication of such an event must be relayed immediately to EMS command.

M. Ideally, LCEMS personnel will treat and transport decontaminated patients. If a patient that requires transport has not been decontaminated, LCEMS staff will wear protective clothing and will isolate the patient to prevent cross contamination. E.R. notification must be made early so that proper preparations can be made.

N. Patients that are under arrest will be accompanied of a Law Enforcement representative on board during transport. This may need to be coordinated through EMS command.

P. A stand down of OPCON 2 will occur after consultation between EMS command and the EMS Liaison in the EOC.

Q. LCEMS staff must do a thorough secondary survey of all patients in order to discover weapons that may be on the patient. Weapons are to be turned over to the Law Enforcement Officer on scene or Security at the hospitals.

R. During OPCON 2 only the family members of young children will be allowed

to ride with the patient in the ambulance.

### **3. OPCON 3 (Operating Condition 3)**

OPCON 2 must be fully operational.

A. If the situation appears to be of long duration and the EOC is activated, then LCEMS will move to OPCON 3.

B. Legal authority now changes to the Leon County Sheriff or Tallahassee Police Department. Senior EMS supervisory staff will be assigned to the County EOC for resource coordination, if not already implemented. EMS Command will relocate to or in some way participate in the City/County EOC and will change in designation to EOC EMS Command.

C. During OPCON 3 a law enforcement escort staging area will be established. EOC EMS COMMAND will coordinate staffing of the escort staging area. All EMS units assigned to the staging area operations will utilize channel 2 for escort control. All other EMS units will remain on the LCEMS Channel 1.

D. Law enforcement escorts are designed to provide protection to the LCEMS or Fire units responding to "safe" areas within the troubled zone. All responses will be in the non-emergency mode.

E. Under hazardous situations, law enforcement will extricate the patient. The law enforcement vehicle will then meet EMS at a safe area for patient delivery.

### **4. OPCON 4 (Operating Condition 4)**

OPCON 2 and 3 must be operational.

A. Florida National Guard now on the scene, Tallahassee has been declared an area of civil disturbance by the Governor and resources are unable to cope with the situation. All operation centers will remain open.

B. All EMS responses inside the City limits will originate from Headquarters. Each EMS response will have police and/or National Guard protection and will respond under this protection to non- hostile areas.

### **5. OPCON 5 (Operating Condition 5)**

OPCON 2, 3 and 4 must be operational.

A. Federal Law Enforcement Agencies and/or U.S. Armed Forces have now moved in to assist the National Guard with military and police actions. EOC,

LCEMS communication and command posts will continue to function in the same locations. LCEMS actions and objectives remain the same.

B. OPCON 3, 4, 5 stand downs require authorization from EMS command and the EMS Administrative Liaison.

## 6. CONTAMINATED PATIENT TRANSPORT UNITS

A. EOC EMS Command will see to it that an adequate number of vehicles are prepared for the transportation of patients contaminated with CS or CII gas. Every effort will be made to utilize the "prepared" vehicles if possible.

1) If the need arises to transport patients contaminated with CS or CII, such as patients that have time urgent injuries, the following items must be completed:

2) The entire patient compartment of the ambulance(s) must be lined with plastic.

3) Utilize the minimal equipment and supplies in the exposure area.

4) All on-board EMS staff will utilize the gas masks and full protective clothing.

B. The units utilized to transfer the contaminated patients will be re-used for these types of patients until the event is over. No non-contaminated CS or CII patients are to be transferred in the previously contaminated vehicles.

C. Decontamination will be completed based on the advice of TFD command.

## 7. ESCORT OPERATIONS

In order to respond to patients in the troubled areas, LCEMS, Fire, and Law Enforcement will respond together in order to enhance the safety of the emergency responders. The staging area for Escort Operations will be at TFD station #4 on the training field unless otherwise directed by EMS command.

A. A "staging coordinator" will be assigned by LCEMS Command, and three EMS units will be assigned to the escort staging area.

B. Each LCEMS staging unit will carry all necessary protective gear to enhance the safety of the staff. (See OPCON 2)

C. Each EMS staging unit will communicate with staging command and EOC EMS Command on radio channel #3.

D. Calls for service within the trouble areas will be dispatched by EOC EMS Command. The request will be relayed to Staging Command. Response coordination will occur between EMS, TFD, and Law Enforcement staging command on site at the staging area. All requests will be responded to non-emergency unless an EOC EMS Command override occurs. At the time of the dispatch, Law Enforcement will send a unit to investigate the need and safety of the situation. Escort units are to standby in a safe area until cleared to enter.

E. Once enroute, the escort EMS unit will advise EOC EMS Command of all response activity, i.e., enroute, arrived, etc.

F. All communications between the escort units that are responding on the request will be on EMS Channel 3.

G. Should any of the escort vehicles receive rocks, bottles, etc., escort communications should occur and the response should be terminated. The lead law enforcement unit may also terminate the response if information becomes available via law enforcement sources that would warrant such a change.

## 8. DECONTAMINATION

During crowd control situations, law enforcement may utilize one or all of the following lacrimating agents CS, CN, or Pepper gas. All patients contaminated with these agents require the use of protective equipment by the EMS staff. (See OPCON 2)

### A. CS and CN (tear gas)

1) CS and CN are used as a multi-person crowd deterrent designed to disperse crowds in extreme situations. All patients transported that are contaminated with CS, CN, or pepper gas require E.D. notification of the situation prior to patient delivery.

2) Patients contaminated with CS or CII will require total body wash down prior to transport in most cases. During critical patient situation or incident critical situations, the Paramedic may choose to disrobe the patient quickly or wrap the patient in a blanket in order to expedite transport and prevent cross contamination. Decontamination could take place later in a safe location or at the hospital if necessary. If a patient is to be transported by EMS that has not been decontaminated of CS or CII, gloves, gas masks, and tyvek suits must be utilized to protect staff and prevent cross contamination.

3) LCEMS staff must be careful not to cross contaminate themselves by touching their face or hair with contaminated gloves.

4) If the patient's medical condition is not life threatening, the Paramedic may opt to remove the patient and rescuers from danger and decontaminate in a safe area prior to completing the transport to the hospital.

#### B. Pepper Gas

1) Pepper gas is normally utilized in a one-on-one law enforcement suspect incident. It is a lacrimator that is sprayed directly into the face of someone by law enforcement in order to gain control of the situation.

2) Patients contaminated with pepper gas are safe to transport in an EMS unit without utilizing full body decontamination or patient isolation techniques.

3) The patient's eyes will be burning and should be flushed with water continuously until the discomfort diminishes (usually about 45 minutes after contamination)

4) LCEMS staff must be careful not to contaminate themselves through contact with the patient.

5) If law enforcement is not on scene when EMS is presented with a pepper gas patient, contact should be made with EMS command in order to advise law enforcement of the situation.

6) Notify the destination Emergency Department staff of the patient contamination and condition well ahead of delivery.

#### IV. TRANSPORT PROCEDURES

A. During escort responses the patient is to be removed from the scene ASAP with minimal care and treatment. Further intensive care can be performed after the LCEMS unit is in a safe area.

B. Maintain radio contact with the escort leader and LCEMS command.

C. Provide patient status reports to the Emergency Departments as soon as is possible, particularly in contaminated patient situations. Make radio contact with both Emergency Departments in a normal manner.

## **EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX**

### **HURRICANES/TORNADOES/SEVERE WEATHER**

#### **ALSO, SEE COLD WEATHER/SNOW AND ICE ANNEX**

1. Based on information received from;

- National Weather Service
- Florida State Disaster Preparedness
- News media (television and radio)
- Division of Emergency Management, 488-5921

EMS dispatch will notify the following personnel should a hurricane/tornadoes/severe weather event threaten Tallahassee/Leon County.

- On duty Shift Supervisor
- All on duty LCEMS personnel
- Department Chief
- Deputy Chiefs
- Majors
- Captains

#### **The Hazard**

##### **Nature of the Hazard**

The term “hurricane” describes a severe tropical cyclone and sustained winds of 74 miles per hour (mph) or greater that occurs along the Gulf or East Coasts, in the Caribbean, or in the Pacific along the west coasts of Mexico and California or near Hawaii. Tropical cyclones rotate counterclockwise in the Northern Hemisphere, and in other areas of the world will have different names (e.g., typhoon). Tropical cyclones are classified as follows:

\_ **Tropical Depression**- An organized system of persistent clouds and thunderstorms with a closed low-level circulation and maximum sustained winds of 38 mph (33 knots) or less.

\_ **Tropical Storm**- An organized system of strong thunderstorms with a well defined circulation and maximum sustained winds of 39 to 73 mph (34-63 knots).

\_ **Hurricane**- An intense tropical weather system with a well defined circulation and sustained winds of 74 mph (64 knots) or higher. In the western North Pacific, hurricanes are called typhoons, and similar storms in the Indian Ocean are called cyclones. The hurricane season runs from the first of June until the end of November. Yet hurricanes have occurred in every month of the year.

##### **Hazard Agents**

The primary hazard agents associated with a hurricane are the high, sustained winds; flooding from storm surge or heavy rains; battering from heavy waves; and a variety of secondary hazards:

\_ **High Winds**- The high winds impose significant loads on structures, both direct wind pressure and drag, and tend to propel loose objects at high velocity.

\_ **Flooding**- The hurricane can cause many different types of flooding. Along the coast the flooding may occur from storm surge, wind-driven water in estuaries and rivers, or torrential rain. The flooding can be still water flooding or velocity flooding caused by wave action associated with wind-driven water along the coast. The rainfall associated with a hurricane is on the order of 6 to 12 inches, with higher levels common. The rain may precede landfall by hours and may persist for many hours after landfall, causing severe flooding.

\_ **Heavy Waves**- The storm may generate waves up to 25 feet high. These can batter the coastline, causing devastating damage to the shoreline itself and to structures near the shore. The velocity of the water moving back and forth undermines the foundations of buildings and piers by removing the soil from around them. Debris driven inland by the waves can cause severe structural damage; persons exposed to the moving water and debris are likely to receive severe injuries.

\_ **Secondary Hazards**- Hurricanes can also cause numerous secondary hazards. Tornadoes and electric power outages are common. Contamination of water supplies, flooding of sewage treatment facilities, and even levee failure may occur.

### **Force of Hurricanes**

The Saffir-Simpson scale is a widely recognized and accepted practical tool planners rely on to estimate the destructive forces associated with hurricanes. This scale classifies hurricanes into five categories based on wind speed, and describes the destructive forces caused by wind, storm surge, and wave action for each category. Hurricanes or typhoons reaching Category 3 and higher are considered major hurricanes because of their potential for loss of life and damage. Category 1 and 2 storms are still very dangerous and warrant preventative measures.

### **National Weather Service Warnings**

The National Weather Service is responsible for issuing warnings of hurricanes and tropical storms that approach the U.S. mainland. As soon as there are definite indications that a hurricane or a tropical storm is forming, the storm is given a name and the National Weather Service begins issuing “advisories.” The advisories are issued frequently throughout the day and night and tell where the storm is, how intense it is, and its speed and direction of movement. If the hurricane moves toward the mainland, hurricane “watch” notices are included in the advisories and storm and hurricane warnings are issued. In addition, “bulletins” for press, radio, and television are issued at frequent intervals to keep the public informed of the progress of the storm.

\_ **Hurricane / Tropical Storm Watch:** Hurricane / Tropical storm conditions are possible in the specified area of the **Watch**, usually within 36 hours.

\_ **Hurricane / Tropical Storm Warning:** Hurricane / Tropical storm conditions are expected in the specified area of the **Warning**, usually within 24 hours.

\_ **Short Term Watches and Warnings:** These warnings provide detailed information on specific hurricane threats, such as floods and tornadoes.

\_ **Flood Watch:** This product informs the public and cooperating agencies of possible flooding.

**Flood / Flash Flood Warning:** A flood / flash flood **Warning** is issued for specific communities, streams or areas where flooding is imminent or in progress. Persons in the warning area should take precautions **IMMEDIATELY!**

**Saffir-Simpson Hurricane Scale**

Scale Number (Category)	Sustained Winds (mph)	Types of Damage
1	74-95	<b>Minimal:</b> Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures. Storm surge 4-5 ft. Coastal roads flooded. ( <i>Hurricane Irene, 1999</i> )
2	96-110	<b>Moderate:</b> Some trees blown down. Major damage to exposed mobile homes. Some damage to roofing materials, windows and doors. Storm surge 6-8 ft. Up to 12 ft waves. ( <i>Hurricanes Georges, 1998 / Floyd, 1999</i> )
3	111-130	<b>Extensive:</b> Large trees blown down. Mobile homes destroyed. Some structural damage to roofing materials of buildings. Some structural damage to small buildings. Storm surge 9-12 ft. Flooding can occur up to 10 miles inland. Up to 18 ft. waves. ( <i>Hurricanes Betsy, 1965 / Alicia, 1983</i> )
4	131-155	<b>Extreme:</b> Trees blown down. Complete destruction of mobile homes. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Storm surge 13-

		18 ft. Flooding to 10 ft above sea level up to 30 miles inland. Up to 25 ft waves. ( <i>Hurricane Andrew, 1992</i> )
5	>155	<b>Catastrophic:</b> Complete failure of roofs on many residences and industrial buildings. Extensive damage to windows and doors. Some complete building failure. Storm surge over 18 ft Flooding to 10 feet above sea level up to 30 miles inland. ( <i>Hurricane Camille 1969</i> )

### EMS Operations

In the event a hurricane is expected to hit this area, all off-duty personnel are encouraged to take the necessary precautions to protect their families and property as quickly as possible. EMS personnel are essential employees and are required to report to duty, if recalled, during an emergency such as a hurricane. No leaves will be granted at this time. Any employee using sick leave must be under the care of a physician.

### Preseason Preparations: Start on April 1st of each year - OPGON 1

All command staff will become familiar with target occupancies in Leon County by conducting preseason surveys. Target occupancies are those with a high probability of trapped victims following a hurricane. Target occupancies may also include buildings susceptible to structural failure or occupancies that store a large amount of hazardous materials. Also, each facility listed in the Appendix Section that agreed to house EMS personnel as a last area of refuge, or to store EMS apparatus in the event of a storm, must be contacted to make sure that all agreements are still valid. Any changes and all confirmations must be forwarded to headquarters by **no later than May 1st** of each year.

Before June 1st of each year the department will have a practice recall of manpower called Operation Activate to ensure that all personnel information is up to date. The Deputy Chief of Operations will consult with all local hospitals to determine if they will need any assistance during a hurricane. All Command Staff need to familiarize themselves with the topography of Leon County to become aware of low-lying areas that are prone to flooding. If help from outside agencies is needed, the pre-determined staging areas will be as follows:

**LCEMS Headquarters**

**Leon County Sheriff's Office**

### **Hurricane Enters the Gulf of Mexico – OPCON 2**

- \_ Chief or designee will contact the Director of the Leon County Sheriff's Office Division of Emergency Management to obtain a situation status report. All information will be forwarded to the Deputy County Administrator
- \_ Notify all LCEMS Administrative staff
- \_ Have dispatch/Captain place all LCEMS staff on alert for recall (Operation Activate)
- \_ All personnel should regularly call the EMS Announcement line at 850-606-2105 to keep up with agency announcements regarding the storm and disaster preparations
- \_ All personnel are encouraged to monitor weather/news reports
- \_ Review Leon County EMS Emergency Operations Plan
- \_ A formal staff meeting will be held for each operational period or Watch / Warning Bulletin issued by the National Weather Service
- \_ An inventory shall be taken of all equipment and the apparatus shall be double checked to insure their readiness (flashlights, spare batteries, etc.on each vehicle)
- \_ Check stock of supplies and linen and place order for immediate delivery of needed supplies and linen
- \_ Charge all spare batteries for portable suction devices, LP12's, portable radios
- \_ Coordinate acquisition of extra oxygen cylinders
- \_ Contact LCSO-DEM to arrange for possible mutual aid
- \_ Contact the amateur radio operators to confirm their support at EMS Headquarters
- \_ Logistics will pick up all re-useable equipment at the hospitals on a regular basis
- \_ Consider the need for water and food for field staff
- \_ Vehicle repair shops will be contacted and priority repairs of the vehicles will be requested
- \_ Check that all emergency generators are in working order
- \_ All apparatus fuel tanks should be topped off
- \_ Check that all electronic equipment at Headquarters( computer, fax, phone, radio, etc.) can be quickly disconnected and safely stored in the event of an evacuation
- \_ All members should take steps to secure their family and property in preparation for reporting for duty
- \_ Command Staff should begin maintaining an event file in-station, maintaining a copy of e-mails, phone messages, etc., related to the incident.
- \_ Command Staff should initiate the Disaster Checklist (Appendix A)
- \_ Special Operations personnel should initiate conditional readiness test for all response equipment

### **HURRICANE WATCH: Hurricane becomes a threat to Leon County within 36 hours – OPCON 2**

- \_ Top off station fuel tanks, apparatus, including spares, staff vehicles, chain saws, generators, power units, portable pumps, etc.
- \_ Test and assure that all power equipment is operational; i.e. chainsaws, portable pumps, generators, etc.
- \_ Secure all loose items around the exterior of stations; i.e. wash out hose, garbage cans, chairs,

anything that can become a projectile in high wind

- \_ Assure that all First Responder supplies are up to normal operating level
- \_ Reconfirm with all Areas of Last Refuge

**HURRICANE WARNING: Hurricane is expected to hit Leon County within 24 hours –  
OPCON 2**

- \_ Chief or Deputy Chief should consider Command Staff meeting to discuss disaster plans and operations
- \_ In the event of a fast-moving hurricane, on-duty personnel may take a reasonable period of time, in a coordinated and orderly method, to get their families and homes prepared for the hurricane. This shall be done in such a way as to not interfere with the operations of the department. *Note: The safest procedure for families is evacuation.*
- \_ All batteries are to be charged; i.e. radios, cardiac monitors, suction, etc.
- \_ All personnel are encouraged to move personal vehicles to higher ground.
- \_ Off duty personnel are to monitor local media in case a recall of manpower is announced. TeleStaff will be utilized to send out recall announcements. See Operation Activate.
- \_ All personnel should regularly call the EMS Announcement line at 850-606-2105 to keep up with agency announcements regarding the storm and disaster preparations
- \_ There will be a dedicated telephone line at headquarters for members to call for instructions and information at 850-606-2105
- \_ All members who have been recalled and will be reporting for duty should bring the following items:
  - 3 sets of uniforms, and 1 set of protective gear
  - 5 each - pairs of socks, undershirts, and underwear
  - 1 extra pair of shoes
  - 3 Bath towels
- Toilet articles for a 3-day stay**
  - Toothbrush and toothpaste
  - Deodorant
  - Soap
  - Shampoo
  - Razor and shaving cream
  - Mosquito repellent
  - 3-day supply of food that will not require refrigeration or cooking; i.e., can goods
  - 3 gallons of water
- \_ Unused and spare SUVs shall be placed at headquarters to be used as “Scout Teams” after the storm—See Post Hurricane

**HURRICANE WARNING: Hurricane is expected to hit Leon County within 12 hours –  
OPCON 3**

- \_ Initiate operational and planning meetings of Command Staff
- \_ Begin situational status reporting
- \_ Prepare to evacuate main EMS Headquarters building. **In the event of evacuation of**

**Headquarters, all EMS personnel must be notified immediately.**

- \_ Consider beginning Operation Activate
- \_ Dispatch to contact Leon County air ambulance provider to verify aircraft relocation site and expected return to duty time
- \_ Assign a LCEMS representative to serve as liaison at the Leon County EOC located at the Leon County Sheriff's Office
- \_ Distribute severe weather safety reminders to crews
- \_ Move all radio and computer equipment possible to a safe area.
- \_ Move all critical files to a safe area.
- \_ Transfer phones and computers to the Warehouse Annex building.
- \_ Move as many ambulances and Special Operations vehicles into bays at Fleet as possible.
- \_ Prepare to have crews stage at the Fleet Building and Public Works Building.
- \_ Prepare for radio backup procedures with crews. Test backup channels and phones
- \_ At the recommendation of the EMS Chief or his designee, the Medical Director, at his discretion, may issue an Open Protocol Order. The EMS Chief or his designee will transmit an Open Protocol Order to all personnel. Issuance of an Open Protocol Order will allow currently certified providers operating under general supervision of the Medical Director of Leon County to perform medical techniques to the highest certified medical trained level as outlined by the Leon County EMS Medical Protocol Manual without prior Medical Control permission. This order does not allow for deviation from the Protocol Manual, only the relaxation of contacting medical control prior to performing authorized medical techniques.
- \_ The decision to alter the normal response matrix will be made by the Chief or Deputy Chief. Safety considerations to be taken into account should include, but not be limited to:
  - 1) Excessive winds
  - 2) High water
  - 3) Civil disturbances
  - 4) Roadway debris
  - 5) Visibility deterioration
  - 6) Extremely hazardous driving conditions
  - 7) Chemical/radiation/bio-hazards

**County Begins to Feel Storm Effects – OPCON 4**

- \_ During such times as actual hurricane conditions exist, every attempt will be made by the EMS Department to continue its primary mission of protecting the lives of the citizens of Leon County. It should be remembered that EMS personnel are subject to the same limitations as are members of the public. All attempts to deliver Emergency Medical and Rescue Service to the public during hurricane conditions should be tempered by safety.
- \_ No members shall ride alone during the event; All Command Staff will select a member to act as aide as needed.
- \_ All personnel are to wear full protective gear, including helmet, for all responses to protect from flying debris
- \_ A Command Staff person shall report to Dispatch. Once responses stop due to weather conditions, the Command Staff person shall assist dispatch in prioritizing calls for when weather conditions permit responses to resume

- \_ Command Staff are to use their discretion when responding—keeping in mind that the safety of LCEMS personnel is of the utmost priority
- \_ EMS crews that encounter high water while responding are to notify dispatch and other responding agencies
- \_ Six inches of moving water can knock you off your feet—use a pole or stick to make sure that the ground is still there before you walk through an area of standing water
- \_ Use extreme caution when driving through deep water—the road could be washed out
- \_ Because of the hazard of falling tree branches, helmets will be worn at all times
- \_ Notify dispatch of any hazardous conditions
- \_ **Carbon Monoxide Exhaust Kills**—if a gasoline powered generator is used to supply electricity to headquarters and other buildings. It must be placed outside and elevated while taking care that the exhaust is ventilated to the outside air; **DO NOT PLACE GENERATORS ON THE BAY FLOOR**
- \_ EMS will discontinue response to medical calls when **sustained** wind speeds reach **55 MP**. Any Command Staff officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location may choose to cease operations and return to quarters, but must advise dispatch In order to provide EMS protection to the citizens of Leon County until the last possible moment, when storm conditions dictate that operations cease, the administration realizes that some apparatus will be left vulnerable to the storm effects and may be possibly damaged or lost. This is a conscious decision and calculated risk that the county must take. If the evacuation of stations becomes necessary, either by orders of the administration or the discretion of the Command Staff, EMS crews are to report to their respective Area of Last Refuge listed in the Appendix Section. Before leaving headquarters, Command Staff must remove as much electronic equipment (computers, faxes, house set radios, etc.) as possible. Also any Log Books, records, or files that can reasonably be removed should also be taken along. Upon evacuating headquarters, Command Staff must ensure that the station is secured and the utilities (Electric and Water) have been shut off. The Chief or Deputy Chief's may at any time decide to pull all units into the Area of Last Refuge when conditions become unsafe.
- \_ When the announcement to cease response for hazardous wind conditions is made, units en route to or on the scene of an emergency shall continue their work until completed. If out of station and not on a call, units shall report back to their assigned stations as soon as possible.
- \_ When responses cease, due to wind conditions, all apparatus will be driven “head first” into the stations causing the rear of the apparatus to be facing outwards, thus protecting the windshields.
- \_ The determination for resuming responses will be made by the Command Staff, in consultation with the EOC.

### **Hurricane Eye Operations**

Operations during the eye of the hurricane should be concerned primarily with re-securing headquarters and apparatus. Assist citizens who come to headquarters when it would be a danger to release them. No EMS crews will be dispatched during the eye of the hurricane. All such activities during the hurricane eye shall be undertaken only if such operations can be completed in a safe manner. Remember, even though the skies appear clear, storm conditions will return suddenly. The safety of department personnel will remain the primary consideration during these operations. In all cases, Hurricane Eye Operations should be coordinated through dispatch and

Command Staff.

### **Post Hurricane Operations – OPCON 5 Before Resuming Operations**

- \_ Once the event has passed, Command staff will initiate a personnel roll call. On duty Command Staff must account for all personnel on duty
- \_ Designated officers and crew are to conduct a “snapshot” survey to give Command Staff an assessment of the following:
  - Personnel* – Is everyone OK? Do you need medical assistance?
  - Equipment* – Are the apparatus operational? Can they be dispatched?
  - Facilities* – Can you operate out of the station? Do you need significant repairs?
- \_ Use a scale of 1-5 with 5 being the most severe ( example: building collapse, a 5 ) and notify dispatch and Command Staff. Station Damage Survey forms— found in Appendix 9—must be filled out and forwarded as soon as conditions permit Command Staff are to conduct a “Windshield Survey” of the general situation regarding hospitals and response. This provides information on the condition of high life hazard occupancies, status of major transportation arteries, response routes, and resource needs (i.e., structure collapse, fires, hospital status, petro-chemical/tank farms). Command Staff shall:
  - \_ Conduct Windshield Survey with lights and sirens. Remember, this is a quick and rapid damage survey.
  - \_ Immediately report survey information to their Deputy Chief and dispatch
  - \_ Interrupt a Windshield Survey only to respond to an immediate life-threatening incident.
  - \_ Assume command of life-threatening incident and provide a status report to dispatch and the Deputy Chief.
  - \_ Upon completion of the incident, report the unit’s status to dispatch and resume the Windshield Survey.
  - \_ Report potential life-threatening incidents encountered during the Windshield Survey to dispatch. These reports shall be made while continuing the survey.
  - \_ If a Command Staff officer reports that they are unable to complete the Windshield survey, the Deputy Chief shall assign resources as needed to complete the survey Response Area Damage Survey forms found in Appendix 9 are to be filled out for each occupancy. Stations that have a spare car assigned to them will not use the apparatus for this purpose. Two members will be assigned to the car and it will go in service as a “Scout Team.” This “Scout Team” will conduct the Windshield Survey and also be on the lookout for any hazardous conditions (building fires, structure collapse, etc.) that may exist. Any hazardous conditions found are to be reported to dispatch.

### **Resuming Operations – OPCON 5**

- \_ The Chief or his designee shall make the determination when the division can resume response operations. This will happen when sustained wind speeds fall below 55 mph. This decision will then be announced by dispatch as a Resume Response order. The Command Staff who believe it is safe to resume operations prior to this announcement shall contact dispatch and state the conditions at their location and their need to begin operations after

coordination with the EOC. They will be authorized to respond only upon approval from Command Staff through dispatch. If unable to contact dispatch, the decision to approve such operations will rest with the deputy chief. If unable to contact the deputy chief, the decision will be the responsibility of the Captain on duty. Activities shall be undertaken only if such operations can be completed in a safe manner.

\_ It may be necessary for EMS units to dispatch themselves due to lack of communications with other stations or dispatch. This should be done based upon the deputy chief or on duty Captain's assessment of the situation at the time. With the exception of providing life-saving assistance, a search will be conducted as soon as possible of the predetermined target occupancies (hospitals, shelters, nursing homes, etc.). Remember, this most likely will be a multi-incident event.

\_ Personnel conducting emergency operations must realize that their own safety and well-being is their first priority. Many hazards will be encountered during the first 72 hours after a hurricane. These include ( but are not limited to):

live wires down

natural gas leaks

building fires

unsafe structures

flooding

hazardous material incidents

traumatized animals

heat stress

\_ Every attempt should be made to report these hazards, if it can be done safely. As with other incidents, personnel should utilize all safety equipment available, work in teams, and keep themselves well hydrated.

\_ Chain saw injuries to personnel after a hurricane skyrocket. Employees trying to cut downed trees to clear a path can be injured by saw kickback and the pinching of the saw. All employees are encouraged to exercise extreme caution when using chain saws. All employees must have attended a County chain saw safety class before using a chain saw on duty.

\_ All members are to be properly relieved—one for one

\_ Collect damage assessments

\_ Consider the need for Critical Incident Stress Debriefing

If applicable, terminate Open Protocol Order

\_ Begin demobilizing personnel as appropriate

\_ Chief or Deputy Chief will determine when LCEMS will return to normal operations –

OPCON 1

\_ Begin after action reporting

### **Emergency Operations Center Activation**

Upon activation of the EOC an EMS staff member will be assigned to represent EMS in the EOC. Preferably this will be a Sergeant or higher ranked member of EMS. The member that has been selected should be familiar with these protocols and understand their role in the event of a disaster including Unified Command. Staff members should be pre-qualified to fill the EOC position. Qualified staff members should have completed NIMS, NRP, ICS 100 and ICS 200

training. Staff members should also complete ICS 300 and 400 training and FEMA EOC training if possible. The ideal shift rotation will be 12 hours on and 12 hours off in the EOC. A minimum of 4 individuals should be identified as possible EOC EMS representatives to cover ongoing shifts in an extended event. Ideally more personnel should be identified for emergencies and illness as needed.

Upon being identified as an EOC EMS representative, the staff member should gather the list of suggested equipment listed later in this document and become familiar with the protocols and procedures in the EMS Emergency Operations Plan. Most of the items listed in the equipment list will be put into a “go kit” that will be available in each command staff vehicle and at headquarters. The staff member should respond as soon as possible to the EOC to begin their shift. A standard EMS uniform is required. Shift changes and scheduling will generally be done at 7 am and 7 pm unless specified otherwise and approved by the Chief or a Deputy Chief. Once the EOC is manned by an EMS staff member, the post should not be left vacant until the Chief or a Deputy Chief has determined that the operation has ended or that EMS no longer needs to be represented.

Upon arrival at the EOC, park in the parking lot outside the jail facility and proceed with all equipment to the check in desk at the jail. Proceed to the entrance to the left and through the metal detector and sign in at the desk. Inform the staff that you are from EMS and need to proceed to the EOC. You will be issued an EOC ID card to wear at the EOC facility. You will need to wait for an escort from the EOC to go up to the room. Remember you will be in a secure facility and no weapons of any type are authorized except for law enforcement personnel. You will be directed to the EMS chair with a specific phone line and area. Our area usually includes others from the responder community such as law enforcement and fire. Duties and responsibilities at the EOC are listed later in this document. Be sure to check in with the EOC manager on duty and see if there are any special instructions or messages. Meals are provided for all EOC staff. There are usually sufficient beverages and snacks available.

### **Equipment List**

The usual shift at the EOC should be no more than 12 hours; however with unforeseen circumstances in a disaster situation, it is possible that the EOC could be manned for several days without relief. The following list is required and suggested items to make you more comfortable during your EOC shift.

- 1) EMS uniforms (at least three changes of clothing)
- 2) EMS jacket or rain jacket
- 3) EMS ID badge
- 4) EMS radio with spare battery and charger
- 5) EMS laptop computer with cables and power cords
- 6) EMS cell phone with charger
- 7) Notebook or paper with pens
- 8) Stapler, paper clips, office supplies
- 9) EMS Emergency Operations Center Plan
- 10) EMS MCI Plan

- 11) EMS phone list
- 12) County and State Resource Phone list
- 13) EMS SOG's
- 14) County Emergency Management plan
- 15) EMS COOP
- 16) Personal medications
- 17) Extra food and snacks \*
- 18) Pillow \*
- 19) Blanket \*
- 20) Entertainment (music, games, book, etc.) \*
- 21) Flashlight with batteries \*
- 22) First Aid Kit \*

\* Optional items

### **Duties and Responsibilities**

This list of duties and responsibilities is not all inclusive and can change as needs change. Sometimes under the Unified Command structure you may be asked to perform tasks that are not directly related to your usual function. These tasks may be essential and are acceptable as long as they do not interfere with our primary mission in the EOC. If additional tasks seem to be unacceptable for any reason, contact the Chief or a Deputy Chief for direction.

- 1) Coordination of EMS resources through the EOC
- 2) Liaison with other EOC agencies
- 3) Coordination with dispatch on system plan and individual responses
- 4) Coordinate safety of EMS personnel in a disaster event
- 5) Coordinate with EMS administration on operations
- 6) EMS point of contact for all EOC issues
- 7) Document requests and decisions made by you in the EOC in writing
- 8) Participate in regularly scheduled conference calls in the EOC
- 9) Regularly notify EMS administration of progress and issues in the EOC
- 10) Access CAD on the laptop to monitor system operations

### **Recall of Manpower Operation Activate**

The Order for Operation Activate shall come from the Chief or Deputy Chief. Upon receipt of Operation Activate orders, EMS dispatch shall announce to all personnel over the radio that an Operation Activation has been called. Operation Activation will also be announced through TeleStaff and by pager.

### **EMS Crews**

Upon the sounding of signal Operation Activate, all EMS personnel below the rank of Lieutenant assigned to the current on duty shift (Alpha or Bravo), shall remain on duty until the next shift change time which will be either 7 am or 7 pm. The other shift (Alpha or Bravo) shall report to headquarters at the next shift change. Shift patterns will begin 12 hours on and 12 hours

off until the hazard has been declared over by the Chief. Annual leaves or vacations will be cancelled. Members on Light Duty may be recalled to assist in dispatch or as aides to Command Staff. All members are to bring at least a three-day supply of personal items— medicine, toiletries, change of clothes, etc.—with them when reporting during Operation Activate. (See page 5 for complete list of items) This schedule will be kept until conditions permit returning to a normal schedule.

### **Deputy Chiefs**

Deputy Chief's who are on duty at the time Operation Activate is sounded shall remain on duty in charge of one shift. The other Deputy Chief will be assigned to work on the opposing shift until conditions permit returning to a normal schedule.

### **Majors**

Majors shall be assigned by a Deputy Chief to specific duties as needed and will also begin 12 hours shift patterns.

### **Captains and Lieutenants**

Captains and Lieutenants who are on duty at the time Operation Activate is sounded shall remain on duty in charge of their respective shifts. (A or B). They shall attempt to contact by pager, TeleStaff, or phone, a minimum of three attempts, all members of all shifts to advise them of when to report to work. The Captain shall record the time any member reports for duty and complete a Hurricane Overtime Report—see Appendix 9. The Captain shall report to the Deputy Chief, those members who have reported back to duty as well as the on duty personnel. During Operation Activate, members shall rotate working twelve-hour shifts. As soon as the division reverts to a normal schedule, Captain's will forward to headquarters a completed Hurricane Overtime Report for all members of their respective shifts.

## **EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX**

### **COLD WEATHER / SNOW AND ICE**

1. Information concerning potential cold weather/snow/ice may be received from various sources including radio, television, and weather service, etc.
2. Upon receipt of information related to cold weather (temperatures below 32 degrees F):
  - A. Dispatch will collect all available data and monitor the situation.
  - B. Dispatch will notify the Shift Supervisor.
  - C. The Shift Supervisor will have Logistics prepare all EMS vehicles for cold weather operations to include checking coolant levels, other fluid levels and fuel levels. The Captain will assure proper functioning of vehicular heaters. Repairs are to be completed as necessary:
    - i. Plug in space heaters in each out of service vehicle to prevent fluid/medications freezing.
    - ii. County stations will plug in their space heaters when not on calls. EMS crews are required to frequently monitor the temperature of the unit, fluids and medications to prevent freezing.
    - iii. System status trucks will keep their module heater on and will monitor the temperature of the unit, fluids and medications to prevent freezing.
    - iv. Utilize IV warmers as needed for fluids.
3. Upon receipt of notification involving severe cold weather related problems such as temperature into the teen's, snow and ice on the roads, etc, the Shift Supervisor will:
  - A. Notify the Deputy Chiefs and Chief.
  - B. Assure compliance with all items in number 2.
  - C. Check all LCEMS vehicle tire conditions for excess wear. Tires with excess tread wear are to be replaced.
  - D. Locate extension cords for each station and have EMS crews plug in the diesel engine heaters when not on calls.
  - E. Decrease emergency and non-emergency EMS vehicular traffic as much as is possible.
  - F. Have the most experienced drivers operate the vehicles.
  - G. Review precautionary driving practices with each crew member (i.e., slower speeds, ice on bridge. etc.).
  - H. If the Bixler Emergency Center entrance ramp ice's over, dispatch is to instruct local and regional EMS crews of the situation and direct them to off load patients under the Bixler Center until the ramp can be rendered safe for use. Contact TMH Plant

Engineering to request that sand be spread on the ramp. Work with TMH Security and Plant Engineering to block the Bixler Center ambulance ramp until the ramp is safe to use.

## **EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX**

### **EMS/WMD REGIONAL RESPONSE TEAM ANNEX**

#### **1. PURPOSE:**

As a regional EMS/WMD recipient/service provider, LCEMS is charged with assembling and maintaining equipment and supplies necessary to support the team mission.

When activated by the Florida Department of Health (DOH) Office of Emergency Operations and the Bureau of EMS, the LCEMS/WMD Regional Team will provide medical care personnel to assist state and local health officials in providing for ill or injured victims at the site of major disasters or emergencies.

#### **2. ACTIVATION:**

Requests for EMS/WMD assistance must come through State or local emergency management officials to the State warning Point. The State Warning Point then contacts the State Health and Medical Duty Officer who will process the request through the State Emergency Operations Center (SEOC). The LCEMS/WMD assets can be requested by the CEOC for planned events that may be a target of a terrorist attack, after a Nuclear/Biological/Chemical (NBC) event has occurred or thought to have occurred, or when the Federal Bureau of Investigation (FBI) or Florida Department of Law Enforcement (FDLE) determines a credible threat exists.

#### **3. CAPABILITIES:**

The LCEMS/WMD Team is equipped and trained to perform the following specific functions:

- Assist in providing medical care to decontaminated victims
- Provide technical assistance to local EMS
- Assist in triage and medical care of NBC events after decon
- Provide technical assistance, decon and medical care at a medical facility
- Assist in providing medical care to first responders on site
- Assist in providing conventional medical care to victims of a non-NBC event

#### **4. PERSONAL EQUIPMENT LIST FOR EMS/WMD REGIONAL RESPONSE TEAM**

The LCEMS/WMD Regional Response Team personnel should be prepared to respond to a mission within two (2) hours of alert and for up to three (3) days or at least until initial disaster recovery efforts have ensured adequate support for its operations. Since team members may not find adequate food, shelter, or water available initially at the site, and the Logistic Staging Area (LSA) may not become operational until well into the response, team members must bring personal food and water for the first twenty four (24) hours. Additionally, each team member must have a personal kit of not more than 50 lbs, sufficient to enable the team member to live and

work in the austere conditions. This should include appropriate clothing for the environment, personal protective equipment (PPE), personal hygiene items, medications, and protective items such as sunscreen and insect repellent. It should be contained in one or two packs at most. It is advantageous to have a large type backpack and a small pack for personal necessities to remain with the team member at all times.

The following is suggested minimum inventory of personal gear and equipment necessary for regional LCEMS/WMD team members to maintain appearance, hygiene, and comfort for the duration of their assignment. This list may be modified by the team management to fit the response. Team members should adjust this minimum inventory based on specific requirements of the assignment.

- Uniforms
- Under clothes
- Light jacket
- Heavy jacket (cold weather)
- Gloves
- Rain gear
- Extreme weather clothing and equipment
- Personal safety clothing and equipment
- Photo ID
- Towel and washcloth
- Personal grooming and hygiene kit
- Two sets of eyeglasses (if applicable)
- Sunglasses
- Flashlight and extra batteries
- Watch
- Hearing protection
- Boots (over the ankle)
- Personal funds and credit cards
- Bottled water (canteen, camelback. 32-64 oz)
- Two week supply of required prescription medications, sunscreen, insect repellent, and necessary over the counter medications
- Sleeping bag
- Ground pad

#### **OUT OF AREA/REGION DEPLOYMENT**

1. Personnel and equipment will only respond on an out of area, long term deployment after an official request from a local, state, or federal entity with a tracking number for reimbursement. This does not include emergency requests for mutual aid and other direct assistance to surrounding counties and agencies.
2. From the time a request is made, a file needs to be compiled by the Deputy Chief of

Administration or his/her designee with all correspondence related to the request.

3. Careful accounting of all receipts, payroll sheets, time on task, event logs, patient care reports, and other documentation must be practiced by all responding and supervisory personnel.

4. The Deputy Chief of Operations or his/her designee will ensure that all LCEMS Special Operations equipment is prepared and ready to respond to the deployment.

5. Generally, deployments will range from 7-14 days depending on the event and the request. Personnel should bring personal items to sustain them during the appointed deployment period. Items to bring include, but are not limited to:

At least 3 sets of uniforms, and 1 set of protective gear

EMS jacket or rain jacket

7-14 each - pairs of socks, undershirts, and underwear

1 extra pair of shoes

At least 3 Bath towels

**Toilet articles for a 7-14 day stay**

Toothbrush and toothpaste

Deodorant

Soap

Shampoo

Razor and shaving cream

Mosquito repellent

7-14 day supply of food that will not require refrigeration or cooking; i.e., can goods

7 gallons of water

EMS ID badge

EMS radio with spare battery and charger

EMS laptop computer with cables and power cords

EMS cell phone with charger

Notebook or paper with pens

Stapler, paper clips, office supplies

EMS Emergency Operations Center Plan

EMS MCI Plan

EMS phone list

County and State Resource Phone list

EMS SOG's

County Emergency Management Plan

EMS COOP

Personal medications

Extra food and snacks \*

Pillow \*

Blanket \*

Entertainment (music, games, book, etc.) \*

Flashlight with batteries \*

Personal First Aid Kit \*

\* Optional items

6. Personnel will be paid based on active duty periods only. This depends on the type of event and the staffing that is available. Rest and relaxation periods will not be paid. All expenses will be reimbursed.

7. Safety of all personnel is of paramount importance during an out of area deployment. Situations may vary greatly and all personnel that are activated should take all appropriate precautions and not take undue chances when deployed. Pairing with law enforcement for deployment is highly desirable and encouraged. After catastrophic events, many times unsafe situations occur and personnel should take every precaution possible.

8. When an out of area deployment is requested, personnel will be notified and volunteers solicited. Team members will be selected based on shift schedules, qualifications, and resources requested. Personnel with Special Operations training will be considered first.