Station Order 17-029: EOC Activation Personnel Mobilization Procedures

Walnut/Diamond Bar Sheriff's Station's EOC can be activated on the authority of the following personnel:

- Departmental Duty Commander or any person of that rank or higher.
- Station Commander.
- Watch Commander or Incident Commander.

When directed, on-duty station personnel shall activate and staff the station EOC, located in the basement Assembly Room, B10. They will make the required notifications to station and Department elements and initiate the assembly of station resources as required to support a Department response.

A sufficient number of on-duty personnel will be assigned to activate, staff and operate the station EOC until relieved by the assigned EOC staff. The Watch Commander shall initiate the mobilization and deployment of station personnel when directed. The Training/Scheduling unit shall assist the Incident Commander with personnel mobilization and scheduling needs.

Upon receipt of an EOC activation order, the on-duty Watch Commander is the designated EOC Incident Commander until the arrival of the assigned EOC Incident Commander. The Watch Commander shall immediately assign on-duty station personnel to set up the station EOC and staff it at the appropriate level until relieved by the EOC first-response staff.

For staffing the EOC, refer to the Station EOC Assignments memorandum, which is attached for reference, and is posted throughout the station. For activations during administrative business hours, the Watch Commander shall contact the personnel listed in the "Shift A" column. Any vacancies will be staffed by available on-duty personnel.

If the activation occurs after administrative business hours, the Watch Commander shall contact the personnel listed in the "Shift B" column and have them immediately respond to the station.

Upon arrival at the station, the first shift EOC staff shall relieve any temporary EOC staff and immediately perform an assessment of the situation, including what level of EOC staffing is appropriate, and what

immediate actions are necessary for the current situation. The Incident Commander shall notify the appropriate number of designated EOC staff to respond as necessary.

Over the course of the activation the staffing needs of the EOC may increase or decrease. The Incident Commander shall adjust the EOC staffing level as appropriate for the current situation, with the goal of avoiding an over or under staffing condition. The goal is to maintain adequate EOC staffing while maximizing the number or station personnel available for deployment in the field.

The Watch Commander should remain the Incident Commander until relieved, but may delegate the remainder of his assigned duties in this plan to on-duty subordinate staff if necessary. If EOB directs a station EOC activation, ensure personnel assigned to the EOC understand that the station EOC remains in a support role, and that any actions taken by the station EOC shall be reported to the County EOC through the MDCS terminal (use the “INTEL” command, which will display an “intel message” mask).